



SunLine Transit Agency/
 SunLine Services Group
 April 22, 2021
 12:00 p.m.

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

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom’s Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/84866893822>
 Meeting ID: 848 6689 3822

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 848 6689 3822

One tap mobile
 +16699009128,,84866893822#

Phone controls for participants:
 The following commands can be used on your phone’s dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to April 21, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours 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 the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

a) Refueled Ridership Report

(Staff: Rohan Kuruppu, Chief Planning Consultant)

(PAGE 6-10)

5. FINALIZATION OF AGENDA

**6. APPROVAL OF MINUTES –
MARCH 24, 2021 JOINT BOARD MEETING**

APPROVE
(PAGE 11-14)

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

RECEIVE & FILE

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

- 9a) Checks \$1,000 and Over Report for February 2021 (PAGE 15-19)
- 9b) Credit Card Statement for February 2021 (PAGE 20-29)
- 9c) Monthly Budget Variance Report for February 2021 (PAGE 30-35)
- 9d) Contracts Signed in Excess of \$25,000 for March 2021 (PAGE 36-37)
- 9e) Union & Non-Union Pension Investment Asset Summary February 2021 (PAGE 38-41)
- 9f) Ridership Report for March 2021 (PAGE 42-45)
- 9g) SunDial Operational Notes for March 2021 (PAGE 46-49)
- 9h) Metrics for March 2021 (PAGE 50-58)
- 9i) Quarterly Capital Project Update for 1st Quarter Calendar Year 2021 (PAGE 59-63)
- 9j) Board Member Attendance for March 2021 (PAGE 64-65)
- 9k) SSG/SRA Checks \$1,000 and Over Report for February 2021 (PAGE 66-67)
- 9l) SSG Monthly Budget Variance Report for February 2021 (PAGE 68-70)
- 9m) Taxi Trip Data – March 2021 (PAGE 71-72)

- 10. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS** **APPROVE**
(Staff: Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager) (PAGE 73-78)

- 11. EMERGENCY POLICY CHANGE – AGENCY RELATED TRAVEL** **APPROVE**
(Staff: Tamara Miles, Chief of Human Relations) (PAGE 79)

- 12. RESOLUTION NO. 0787 – FEDERAL EMERGENCY FUNDING** **APPROVE**
(Lisa Middleton, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer) (PAGE 80-84)

- 13. RESOLUTION NO. 0788 FOR AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES GRANT APPLICATION FOR THE CITY OF INDIO** **APPROVE**
(Lisa Middleton, Chair of Finance/Audit Committee; Staff: Rhonda Williams, Deputy Chief Financial Officer) (PAGE 85-88)

- 14. RECEIPT OF GRANT FUNDING AND PURCHASE OF REVENUE VEHICLES** **APPROVE**
(Lisa Middleton, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant) (PAGE 89-90)

ITEM

RECOMMENDATION

- 15. **RECEIPT OF GRANT FUNDING FOR LIQUID HYDROGEN FUELING STATION**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore, Chief Project Consultant) **APPROVE**
(PAGE 91-92)

- 16. **PURCHASE OF OPERATIONS BUILDING CENTRAL COMPONENTS**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Peter Gregor, Chief Safety Officer) **APPROVE**
(PAGE 93-98)

- 17. **PURCHASE OF TWO (2) CHEVY TAHOE VEHICLES**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Tony Cohen, Chief Maintenance Officer) **APPROVE**
(PAGE 99-101)

- 18. **FIRST READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2021-01**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Michal Brock, Taxi Administrator and
Eric Vail, General Counsel) **APPROVE**
(PAGE 102-167)

- 19. **RESOLUTION NO. 091 SETTING TAXICAB PERMITTING FEES & INSTALLMENT PAYMENT PLAN**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Michal Brock, Taxi Administrator) **APPROVE**
(PAGE 168-179)

- 20. **GENERAL COUNSEL’S REPORT**

- 21. **CEO/GENERAL MANAGER’S REPORT**

- 22. **CLOSED SESSION**
 - a) **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code section 54956.9(d)(1)
Maria Orellana v. SunLine Transit Agency
Superior Court, County of Riverside Case No. PSC1902500

 - b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957(b)
Position Title: CEO/General Manager

 - c) **CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to Government Code 54957.6
Agency Designated Representative: Robert Radi, Chair of the Board, Eric Vail,
Legal Counsel
Unrepresented Employees, Position – CEO/General Manager

ITEM

RECOMMENDATION

23. NEXT MEETING DATE

May 26, 2021 at 12 p.m.

24. ADJOURN

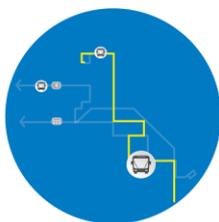
SunLine **Re**fueled

DRIVING THE FUTURE OF TRANSIT

BOARD OF DIRECTORS MEETING Refueled Ridership Report

APRIL 22, 2021

FOUR PILLARS



**CONSOLIDATED FIXED
ROUTE NETWORK**

LAUNCHED JANUARY 2021



SUNRIDE



10 COMMUTER LINK

PLANNED JULY 2021



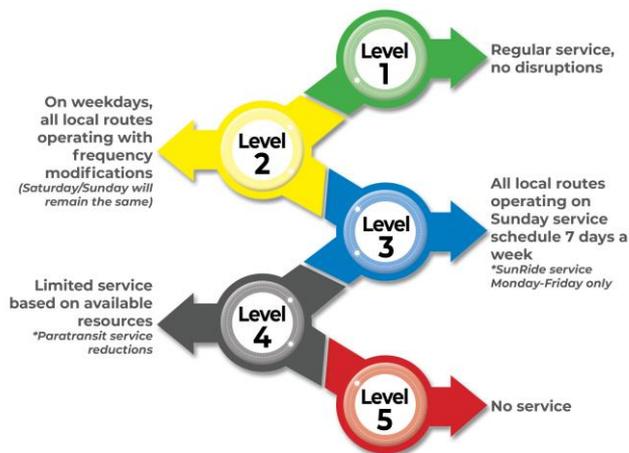
ROUTE 1X

PLANNED SEPTEMBER 2021

SunLine **Re**fueled

DRIVING THE FUTURE OF TRANSIT

COVID-19 RESPONSE



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

IMPLEMENTATION STATUS

COMPLETED

- Consolidated Fixed Route Network launched January 3
- SunRide launched January 4
- School Trippers resumed service starting March 29

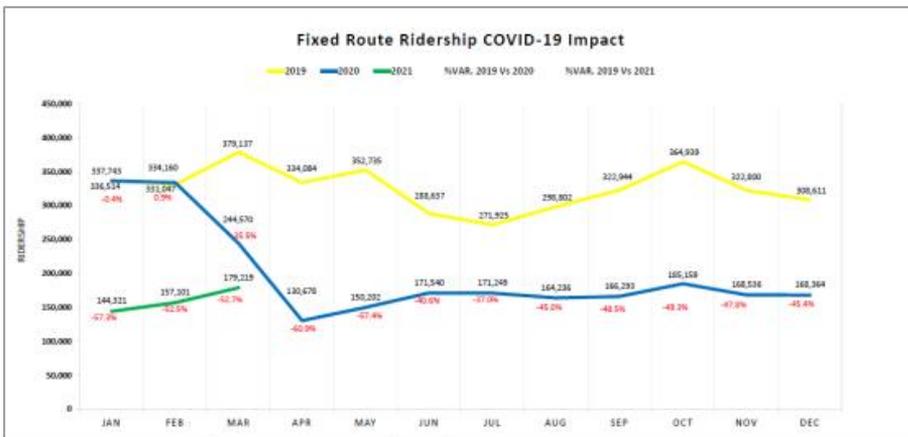
UPCOMING

- Fare collection and front-door boarding resume May 2
- 10 Commuter Link service will begin operating July 12
- Route 1X Pilot Project will begin operating September 7

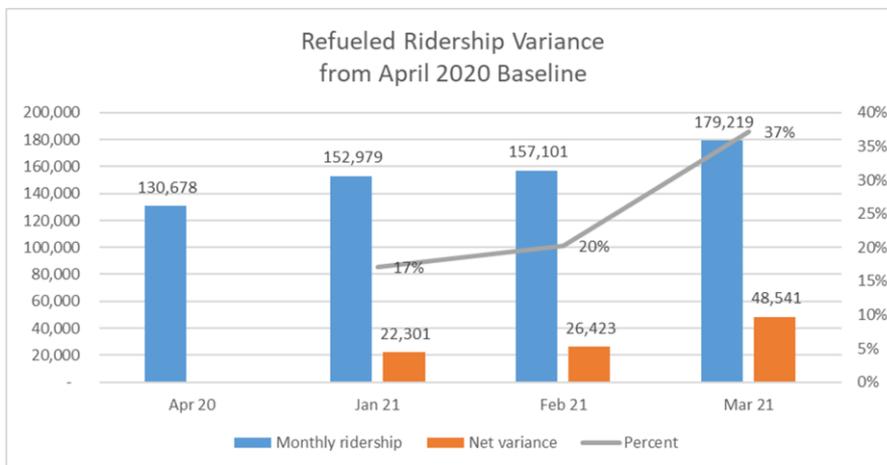
SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

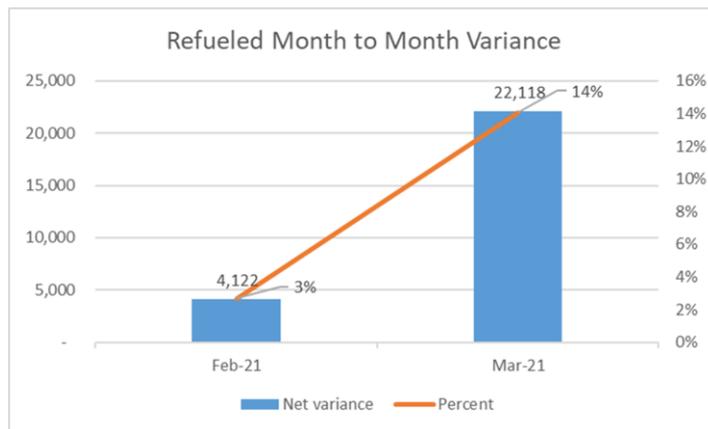
FIXED ROUTE RIDERSHIP



RIDERSHIP VARIANCE COMPARED TO APRIL 2020



MONTH TO MONTH RIDERSHIP VARIANCE



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

SUNLINE COMPARED TO RTA AND OMNITRANS

Agency	Calendar Year (CY)	Jan	Feb	Mar
SunLine	Net CY20 to CY21	(194,661)	(189,239)	(56,774)
SunLine	Percent CY20 to CY21	-56%	-55%	-24%
RTA	Net CY20 to CY21	(505,824)	(490,085)	
RTA	Percent CY20 to CY21	-72%	-71%	
Omnitrans	Net CY20 to CY21	(595,847)	(545,655)	(278,418)
Omnitrans	Percent CY20 to CY21	-67%	-64%	-45%

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Thank You

SunLine
Re fueled
DRIVING THE FUTURE OF TRANSIT

Questions?

Visit SunLine.org

Email refueled@sunline.org

Call **760-343-3456**



MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting March 24, 2021

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, March 24, 2021 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Robert Radi.

2. FLAG SALUTE

Board Member Delgado led the pledge of allegiance.

3. ROLL CALL

Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Donna Griffith, SunLine Agency Board Member, City of Indian Wells
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Dennis Woods, SunLine Agency Board Member Alternate, City of Palm Springs
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

4. PRESENTATIONS

Board Chair Radi spoke in recognition of Tommy Edwards and led the Board of Directors in a moment of silence.

Board member comments were made by:

- Board Member Kelly, City of Palm Desert
- Supervisor V. Manuel Perez, County of Riverside

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 24, 2021**

5. FINALIZATION OF AGENDA

No changes to the order of the agenda from staff, however Item 12 had an amended staff recommendation for the not to exceed value. This amendment was discussed in Finance/Audit Committee and was stated for the record under Item 12.

6. APPROVAL OF MINUTES FOR JOINT STA/SSG DECEMBER 2, 2020 BOARD MEETING

Board Member Delgado moved to approve the minutes of the February 24, 2021 Board meeting. The motion was seconded by Board Vice-Chair Miller. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Supervisor V. Manuel Perez, County of Riverside

9. CONSENT CALENDAR

Board Member Delgado moved to approve the consent calendar. The motion was seconded by Board Member Gregory. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

10. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM

Finance/Audit Committee Member Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Chair Radi moved to approve the Ratification of Coronavirus Aid, Relief, and Economic Security (Cares) Act Claim. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. RESOLUTION NO. 0786 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING

Finance/Audit Committee Vice-Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve Resolution No. 0786 to Obtain Low Carbon Transit Operations Program Funding. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 24, 2021**

12. PURCHASE OF FIVE (5) CHEVY BOLT EV RELIEF CARS

Finance/Audit Committee Vice-Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve the Purchase of Five (5) Chevy Bolt EV Relief Cars. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

13. CONSTRUCTION CHANGE ORDER FOR THE OPERATIONS FACILITY LOW VOLTAGE CONTRACT

Finance/Audit Committee Vice-Chair Betts reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve the Construction Change Order for the Operations Facility Low Voltage Contract. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

14. REVISED GENERAL MANAGER EVALUATION PROCESS POLICY NO. B-070192

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board provided a brief report. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Revised General Manager Evaluation Process Policy No. B-070192, on behalf of the committee. Board Member comments were made by Board Member Betts and Board Chair Radi. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

15. GENERAL COUNSEL'S REPORT

Assistant General Counsel, Erica Vega, had no updates to report.

16. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

Board Member comments were made by:

- Board Chair Radi, City of La Quinta

17. CLOSED SESSION

No closed session.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MARCH 24, 2021**

18. NEXT MEETING DATE

April 22, 2021 at 9:30 a.m. – Special Board Meeting
April 22, 2021 at 12 p.m. – Regular Board Meeting

19. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:30 p.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for February 2021

Summary:

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

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

Vendor	Check #	Amount
<i>CANNON DESIGN BUILDERS, INC</i>	<i>685256</i>	<i>\$657,399.01</i>
<i>CREATIVE BUS SALES, INC</i>	<i>685319</i>	<i>\$211,569.08</i>
<i>AMERICAN SECURITY GROUP</i>	<i>685327</i>	<i>\$132,932.68</i>
<i>SPECIALTY FLOORING, INC</i>	<i>685321</i>	<i>\$120,000.00</i>
<i>PLANET SOLAR, INC</i>	<i>685365</i>	<i>\$75,658.62</i>

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
February 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	685256	02/01/2021	657,399.01
CREATIVE BUS SALES, INC,	WIP- Four (4) Microtransit Vehicles	685319	02/05/2021	211,569.08
PERMA - INSURANCE	General Liability & Workers Comp Premium	685364	02/10/2021	170,081.46
AMERICAN SECURITY GROUP	WIP- Operation Facility Low Voltage Project	685327	02/10/2021	132,932.68
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685384	02/10/2021	122,067.87
SPECIALTY FLOORING, INC.	WIP- Floor Resurfacing Maint Building DIV 1	685321	02/05/2021	120,000.00
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685513	02/24/2021	119,982.08
IMPERIAL IRRIGATION DIST	Utilities	685412	02/17/2021	111,093.76
PLANET SOLAR, INC.	WIP- Admin Building Solar Carports Phase 2	685365	02/10/2021	75,658.62
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	685401	02/17/2021	46,263.83
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	685275	02/03/2021	44,756.33
SO CAL GAS CO.	Utilities	685440	02/17/2021	44,303.82
WORLD BACK TO WORK, INC	Medical Exam and Testing	685449	02/17/2021	43,200.00
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	685270	02/03/2021	39,377.83
AVAIL TECHNOLOGIES	WIP- Replacement of Fixed Route Buses (2)	685262	02/03/2021	34,304.59
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	685359	02/10/2021	31,358.25
IMPERIAL IRRIGATION DIST	Utilities	685357	02/10/2021	30,640.65
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Use Fuel Tax for 2020	685264	02/03/2021	29,610.00
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	685418	02/17/2021	23,701.82
JAYNES BROTHERS CONSTRUCTION, INC.	WIP- Retention Beautification Phase II	685286	02/03/2021	23,662.40
VASQUEZ AND COMPANY LLP	Auditing Services	685313	02/03/2021	23,440.00
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	685291	02/03/2021	22,681.10
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	685394	02/17/2021	22,319.70
WORLD BACK TO WORK, INC	Medical Exam and Testing	685450	02/17/2021	21,600.00
WORLD BACK TO WORK, INC	Medical Exam and Testing	685448	02/17/2021	21,600.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	685480	02/24/2021	17,161.98
WSP USA INC.	TDM & Vanpool Program	685516	02/24/2021	16,496.01
THE LEFLORE GROUP LLC	Projects Consultant	685436	02/17/2021	16,428.50
OLD GREEN HOUSE LLC	Consulting Services	685434	02/17/2021	13,050.00
NFI PARTS	Inventory Repair Parts	685453	02/24/2021	12,595.86
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	685479	02/24/2021	12,444.34
BALLARD POWER SYSTEMS	Inventory Repair Parts	685455	02/24/2021	12,087.19
BALLARD POWER SYSTEMS	Repair Parts-Fuel Cell	685263	02/03/2021	11,987.19
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual Exempt Bus Operator Use Fuel Tax 2020	685266	02/03/2021	11,871.00
VERIZON WIRELESS	Wireless Telephone Service	685446	02/17/2021	11,270.41
NFI PARTS	Inventory Repair Parts	685323	02/10/2021	11,149.75
MURCHISON & CUMMING, LLP	Insurance Loss	685522	02/26/2021	10,687.05
NFI PARTS	Inventory Repair Parts	685257	02/03/2021	10,439.40
COMPLETE COACH WORKS	Repair Claims	685459	02/24/2021	9,935.14

**SunLine Transit Agency
Checks \$1,000 and Over
February 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685318	02/03/2021	9,391.82
ROBERT HALF	Temporary Help	685499	02/24/2021	8,888.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting - General	685518	02/24/2021	8,812.50
GARON WYATT INVESTIGATIVE SERVICES	Insurance Loss	685404	02/17/2021	8,732.70
NFI PARTS	Inventory Repair Parts	685392	02/17/2021	8,492.44
CPAC INC.COM	Fixed Assets-Office Furniture & Equipment	685396	02/17/2021	8,373.18
ROBERT HALF	Temporary Help	685433	02/17/2021	7,878.00
DOUG WALL CONSTRUCTION	Fixed Assets-Facility Improvements	685466	02/24/2021	7,464.82
DESERT AIR CONDITIONING, INC.	Fixed Assets-Misc Equipment	685343	02/10/2021	6,678.00
AMALGAMATED TRANSIT UNION	Union Dues	685326	02/10/2021	6,442.73
AMALGAMATED TRANSIT UNION	Union Dues	685454	02/24/2021	6,383.35
DECALS BY DESIGN, INC.	WIP- Four (4) Microtransit Vehicles	685462	02/24/2021	6,363.50
ROBERT HALF	Temporary Help	685432	02/17/2021	6,360.00
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	685467	02/24/2021	6,296.14
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	685302	02/03/2021	6,003.40
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	685363	02/10/2021	6,001.12
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	685507	02/24/2021	5,848.95
SONSRAY FLEET SERVICES	Inventory Repair Parts	685381	02/10/2021	5,845.64
MURCHISON & CUMMING, LLP	Insurance Loss	685293	02/03/2021	5,244.30
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685452	02/24/2021	5,087.76
DESERT PARADISE CONSTRUCTION, LLC	WIP-Operation Facility	685273	02/03/2021	4,800.00
AVAIL TECHNOLOGIES	Computer Network Software Agmt 1/1/21 -6/30/21	685330	02/10/2021	4,600.00
KONIKOW ELECTRIC, INC.	WIP- Facility Improvement Projects	685317	02/03/2021	4,370.63
NAPA AUTO PARTS	Inventory Repair Parts	685485	02/24/2021	3,996.18
AARVIG & ASSOCIATES, APC	Insurance Loss	685519	02/26/2021	3,880.04
CREATIVE BUS SALES, INC,	Inventory Repair Parts	685269	02/03/2021	3,824.48
TPX COMMUNICATIONS	Communication	685512	02/24/2021	3,810.57
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	685408	02/17/2021	3,576.47
DECALS BY DESIGN, INC.	Inventory Repair Parts	685271	02/03/2021	3,514.97
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	685358	02/10/2021	3,506.10
SOCALGAS	Utilities	685375	02/10/2021	3,458.92
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	685383	02/10/2021	3,282.50
TIME WARNER CABLE	Utilities	685442	02/17/2021	3,238.71
IMPERIAL IRRIGATION DIST	Utilities	685476	02/24/2021	3,208.25
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685517	02/24/2021	3,167.75
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685389	02/10/2021	3,163.60
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	685482	02/24/2021	3,154.03
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685337	02/10/2021	3,137.71
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685457	02/24/2021	3,137.71

**SunLine Transit Agency
Checks \$1,000 and Over
February 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TWO KNIGHTS INSURANCE SERVICES	Consulting- HR	685379	02/10/2021	3,089.93
SOUTHWEST PLUMBING, INC.	Contract Svc- H2	685504	02/24/2021	2,975.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	685372	02/10/2021	2,892.58
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	685492	02/24/2021	2,883.66
HDR ENGINEERING, INC.	Consulting	685474	02/24/2021	2,696.03
SONSRAY FLEET SERVICES	Inventory Repair Parts	685309	02/03/2021	2,609.73
FORENSIC DRUG TESTING SERVICES	Medical Exams	685351	02/10/2021	2,575.75
JESSE FRESCAS JR.	Consulting General	685413	02/17/2021	2,560.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685391	02/17/2021	2,543.88
CREATIVE BUS SALES, INC,	Inventory Repair Parts	685341	02/10/2021	2,537.89
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	685435	02/17/2021	2,511.59
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685322	02/10/2021	2,487.30
PRUDENTIAL OVERALL SUPPLY	Uniforms	685431	02/17/2021	2,457.49
I/O CONTROLS CORP #201115	Computer Network Software Agmt	685475	02/24/2021	2,400.00
MANERI SIGN CO INC	WIP-West Valley Refueled Bus Stops Project	685417	02/17/2021	2,356.48
IMPERIAL IRRIGATION DIST	Utilities	685283	02/03/2021	2,354.31
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax for 2020	685265	02/03/2021	2,235.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	685353	02/10/2021	2,223.20
BURRTEC WASTE & RECYCLING SERVICES	Emergency Preparedness Supplies	685395	02/17/2021	2,217.69
LUMINATOR TECHNOLOGY GROUP, INC.	Inventory Repair Parts	685481	02/24/2021	2,176.05
OPW FUELING COMPONENTS	Inventory Repair Parts	685425	02/17/2021	2,160.98
DOUG WALL CONSTRUCTION	Fixed Assets-Misc Equipment	685399	02/17/2021	2,047.54
QUADIENT FINANCE USA, INC.	Postage	685369	02/10/2021	2,000.00
OFFICETEAM	Temporary Help	685424	02/17/2021	1,898.11
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	685387	02/10/2021	1,842.27
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	685464	02/24/2021	1,823.29
SOUTH COAST AQMD	Permits & Licenses	685503	02/24/2021	1,820.48
GILLIG LLC	Inventory Repair Parts	685406	02/17/2021	1,803.86
PLAZA TOWING, INC.	Towing Service	685494	02/24/2021	1,800.00
AUGER CONSULTING GROUP LLC	Consulting Services	685416	02/17/2021	1,760.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Remove	685502	02/24/2021	1,745.42
VINCENT PRINTING COMPANY, INC.	Advertising	685314	02/03/2021	1,729.52
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	685285	02/03/2021	1,693.47
SOUTHWEST NETWORKS, INC.	IT Support Services	685376	02/10/2021	1,650.00
SMARTDRIVE SYSTEMS, INC.	General Services	685439	02/17/2021	1,580.00
AMETZA ARIZONA, LLC.	Lubricants and Oils	685328	02/10/2021	1,533.12
NS CORPORATION	Plumbing Expenses	685491	02/24/2021	1,490.09
MILE3 WEB DEVELOPMENT	Website Maintenance	685360	02/10/2021	1,470.00
PARKHOUSE TIRE, INC.	Inventory Repair Parts	685295	02/03/2021	1,462.65

**SunLine Transit Agency
Checks \$1,000 and Over
February 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SC FUELS	Lubricants and Oils	685438	02/17/2021	1,453.32
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685334	02/10/2021	1,325.65
KUNA FM	Advertising	685415	02/17/2021	1,295.00
GRAINGER	Electrical Expenses	685356	02/10/2021	1,279.98
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685333	02/10/2021	1,272.43
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	685301	02/03/2021	1,245.59
BATTERY SYSTEMS, INC.	Inventory Repair Parts	685331	02/10/2021	1,237.93
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	685500	02/24/2021	1,228.35
GENFARE	Consulting	685471	02/24/2021	1,200.00
KESQ	Advertising	685414	02/17/2021	1,150.00
TOOLTOPIA, LLC.	Small Tools & Equipment	685511	02/24/2021	1,120.65
JESSUP AUTO PLAZA	Repair Parts-Support Vehicles	685366	02/10/2021	1,105.69
GENFARE	Inventory Repair Parts	685405	02/17/2021	1,092.80
GILLIG LLC	Inventory Repair Parts	685279	02/03/2021	1,001.97
Total Checks Over \$1,000	\$2,711,729.39			
Total Checks Under \$1,000	(\$101,401.80)			
Total Checks	\$2,610,327.59			

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 22, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for February 2021

Summary:

The attached report summarizes the Agency's credit card expenses for February 2021. Credit card transactions through the CEO/General Manager credit card align with statement closing date of March 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing date of February 28, 2021 for the reporting period.

Recommendation:

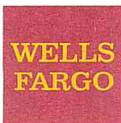
Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 3/03/21

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	2/7/2021	2/7/2021	GoDaddy	GoDaddy - Microsoft Office 365 Email Essentials; Annual Renewal - ZEBRA *Reimbursed by ZEBRA		\$71.88
2	2/8/2021	2/8/2021	GoDaddy	GoDaddy; Annual Website Domain Renewals - ZEBRA *Reimbursed by ZEBRA		\$86.68
3	2/8/2021	2/8/2021	Rancho Mirage Florist	Rancho Mirage Florist - Floral arrangement; Board Member Condolences		\$158.93
4	2/23/2021	2/23/2021	APTA	APTA Marketing & Communications Virtual Workshop -Registration; Tomm Belanich, Marketing Specialist and Reed Alvarado, Communications Coordinator		\$450.00
5	3/1/2021	3/1/2021	Trapeze Group	Think Transit, The Trapeze Technology Conference -Registration; Jeff Guidry, Transit Planning Manager		\$300.00
6	3/1/2021	3/1/2021	Trapeze Group	Think Transit, The Trapeze Technology Conference -Registration; Luis Salcido, Transit Planning Analyst		\$300.00
7	3/2/2021	3/2/2021	Rancho Mirage Florist	Rancho Mirage Florist - Floral arrangement; Executive Team Member Loss		\$239.75
Credits and Charges:					\$0.00	\$1,607.24



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	03/03/21
Days in Billing Cycle	28
Next Statement Date	04/02/21

For Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Elite Card Payment Center PO Box 77066
Minneapolis, MN 55480-7766

Credit Line	\$40,000
Available Credit	\$38,372

Payment Information

New Balance	\$1,570.30
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/28/21

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

Previous Balance		\$183.00
Credits	-	\$36.94
Payments	-	\$183.00
Purchases & Other Charges	+	\$1,607.24
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$1,570.30

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$12.83
Cash Earned this Month		\$24.11
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$36.94
Year to Date Cash Back Awarded		\$36.94

Cash Back Notice

Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

Detach and mail with check payable to "Wells Fargo" to arrive by Current Payment Due Date.

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$1,570.30
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	03/28/21

Print address or phone changes:

Work ()

Amount Enclosed:



ELITE CARD PAYMENT CENTER YTG
PO BOX 77066 29
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501

56723
P302



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$1,570.30 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 03/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2020 \$0.00
 TOTAL *FINANCE CHARGE* PAID IN 2020 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$1,607.24

Transaction Details

The transactions detailed on this Consolidated Billing Control Account Statement contain transactions made directly to this Control Account plus all transactions made on Sub Accounts. If there were no transactions made by a Sub Account that Sub Account will not appear.

Trans	Post	Reference Number	Description	Credits	Charges
02/28	02/28	F3268001V00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$183.00-	183.00	
03/03	03/03		WELLS FARGO CASH BACK - CREDIT	36.94	

Transaction Summary For **LAURA SKIVER**
 Sub Account Number Ending In [REDACTED]

02/07	02/07	24906411639SL60WF	DNH*GODADDY.COM 480-5058855 AZ		71.88
02/08	02/08	244309918BMBR3YFE	DNH*GODADDY.COM https://www.g AZ		86.68
02/08	02/08	244921518RS34SQ8Z	PAYPAL *RANCHOMIRAG 402-935-7733 CA		158.93
02/23	02/23	24639231PS66L7PRL	APTA 202-4964800 DC		450.00
03/01	03/01	24492151WRS5EF2Z8	TRAPEZEGRP 187-741-1872 IA		300.00
03/01	03/01	24492151WRS5HQGWA	TRAPEZEGRP 187-741-1872 IA		300.00
03/02	03/02	24492151YRS7XTYET	PAYPAL *RANCHOMIRAG 402-935-7733 CA		239.75
TOTAL \$1,607.24					
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

Take advantage of the features that come with Online Banking:

- Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.
- Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.
- Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 02/28/2021

Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	2/1/2021	2/2/2021	Phytools	Kvaser USBcan Light - FC Bus Tool		\$ 610.00
2	2/4/2021	2/5/2021	Amazon	Alexa for Business Account		\$ 6.40
3	2/8/2021	2/9/2021	Burrtec	Utilities Acct # 44-VC-225377		\$ 250.75
4	2/24/2021	2/25/2021	CVWD	Utilities Acct # 226783-601148		\$ 186.44
5	2/24/2021	2/25/2021	CVWD	Utilities Acct # 596265-403818		\$ 108.35
6	2/24/2021	2/25/2021	CVWD	Utilities Acct # 226773-601132		\$ 86.99
7	2/24/2021	2/25/2021	CVWD	Utilities Acct # 314009-845852		\$ 57.34
8	2/24/2021	2/25/2021	CVWD	Utilities Acct # 314011-845854		\$ 376.55
9	2/24/2021	2/25/2021	CVWD	Utilities Acct # 596261-601130		\$ 86.99
10	2/24/2021	2/25/2021	CVWD	Utilities Acct # 596263-566514		\$ 90.28
11	2/24/2021	2/25/2021	CVWD	Utilities Acct # 596433-601158		\$ 44.74
12	2/24/2021	2/25/2021	CVWD	Utilities Acct # 596437-601156		\$ 70.66
13	2/24/2021	2/25/2021	CVWD	Utilities Acct # 711835-567044		\$ 586.32
14	2/24/2021	2/25/2021	IID	Utilities Acct # 50677437		\$ 136.81
Credits and Charges					\$0.00	\$2,698.62



Statement Expenses

03/04/2021 03:41 PM PT
Requested By: GRANILLO, LIZ

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	02/01/2021
Card Number:	XXXX-XXXX-XXXX	End Date:	02/28/2021
Status:	Cardholder Reviewed	Reminder Period:	03/02/2021 through 03/06/2021
Charges:	2,698.62 USD	Grace Period:	03/07/2021 through 03/08/2021
Out-of-pocket:	0.00 USD		
Total Amount:	2,698.62 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	02/01/2021	02/02/2021	No	Sp Phytools1 Httpsphytools,WA	5049900011 - MATERIALS AND SUPPLIES	Finance(FIN)	Yes	Yes	610.00 USD / 610.00
	Description			USB Light					
	FUND	00		DIVISION	22				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	02/04/2021	02/05/2021	No	Amazon Web Services Aws.amazon.co,WA	5030300011 - COMPUTER/NETWORK SOFTWARE AGMT	Finance(FIN)	Yes	Yes	6.40 USD / 6.40
	Description			Alexa for Business Account					
	FUND	00		DIVISION	42				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	02/08/2021	02/09/2021	No	Burrtec Waste And Recycli 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	250.75 USD / 250.75
	Description			UTILITIES					
	FUND	00		DIVISION	23				
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	186.44 USD / 186.44
	Description			UTILITIES					
	FUND	00		DIVISION	23				
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	108.35 USD / 108.35
	Description			UTILITIES					
	FUND	00		DIVISION	23				
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
	Description			UTILITIES					
	FUND	00		DIVISION	23				

Description		UTILITIES							
FUND	00	DIVISION			23				
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	57.34 USD / 57.34
Description		UTILITIES							
FUND	00	DIVISION			23				
8.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	376.55 USD / 376.55
Description		UTILITIES							
FUND	00	DIVISION			23				
9.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
Description		UTILITIES							
FUND	00	DIVISION			23				
10.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	90.28 USD / 90.28
Description		UTILITIES							
FUND	00	DIVISION			23				
11.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	44.74 USD / 44.74
Description		UTILITIES							
FUND	00	DIVISION			23				
12.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	70.66 USD / 70.66
Description		UTILITIES							
FUND	00	DIVISION			23				
13.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	586.32 USD / 586.32
Description		UTILITIES							
FUND	00	DIVISION			10				
14.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/26/2021	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	136.81 USD / 136.81
Description		UTILITIES							

FUND 00

DIVISION 24

Total Charges: 2,698.62 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

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Sunline Transit Agency Visa Credit Card Statement

Closing Date: 02/28/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	2/8/2021	2/9/2021	Amazon-Anker Direct	IT Supplies		\$ 64.60
3	2/23/2021	2/24/2021	Amazon-Wing Deli	2 Batteries for Stop and Zones		\$ 44.16
2	2/23/2021	2/24/2021	Amazon-GriNsmile	Cleaning Supplies for Buses		\$ 177.00
4	2/24/2021	2/25/2021	A&A Hydraulic	Repair Parts for Shop Tools		\$ 16.15
Credits and Charges					\$0.00	\$ 301.91



Statement Expenses

03/04/2021 03:25 PM PT
Requested By: WATCHER, WALTER

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER _	Start Date:	02/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	02/28/2021
Status:	Cardholder Reviewed	Reminder Period:	03/02/2021 through 03/06/2021
Charges:	301.91 USD	Grace Period:	03/07/2021 through 03/08/2021
Out-of-pocket:	0.00 USD		
Total Amount:	301.91 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/08/2021	02/09/2021	No	Amzn Mktp Us N365o5x33 Am Amzn.com/bill,WA	5049900010 - COMPUTER SUPPLIES	Finance(FIN)	Yes	Yes	64.60 USD / 64.60
	Description 4 PORT USB								
	FUND 00		DIVISION 42						
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/23/2021	02/24/2021	No	Amzn Mktp Us Fr3ri6wc3 Amzn.com/bill,WA	5049900026 - FACILITY MAINTENANCE- MAIN FAC	Finance(FIN)	Yes	Yes	44.16 USD / 44.16
	Description 2 BATTERIES								
	FUND 00		DIVISION 25						
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/23/2021	02/24/2021	No	Amzn Mktp Us O51ki0ht3 Amzn.com/bill,WA	5049900011 - MATERIALS AND SUPPLIES	Finance(FIN)	Yes	Yes	177.00 USD / 177.00
	Description T-BAR SILICONE BLADE								
	FUND 00		DIVISION 22						
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/25/2021	No	A & A Hydraulic Repair 2163624000,OH	5049900011 - MATERIALS AND SUPPLIES	Finance(FIN)	Yes	Yes	16.15 USD / 16.15
	Description HANDLE KIT FOR 7201								
	FUND 00		DIVISION 22						

Total Charges: 301.91 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

—End of Report—

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 22, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2021

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 and the FYTD budget values for the month of February 2021 are equal to 8/12^{ths} of the yearly budget.

Year to Date Summary

- As of February 28, 2021, the Agency's FYTD revenues are \$397,323 or 16.79% below the FYTD budget due to free fares related to COVID-19.
- As of February 28, 2021, the Agency's FYTD expenditures are \$1,734,390 or 6.37% below the FYTD budget.

Monthly Spotlight

- Electricity expenses related to hydrogen and CNG production were over the straight line budget in the month of February due to required testing of the hydrogen electrolyzer in preparation for acceptance testing. The testing and corresponding fluctuations in costs are anticipated to continue until commissioning is complete.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
February 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	11,757	116,652	(104,895)	57,887	933,216	(875,329)	95.9%
Other Revenue	2,149,017	250,212	179,085	71,127	1,910,684	1,432,678	478,006	11.1%
Total Operating Revenue	3,548,841	261,968	295,737	(33,768)	1,968,571	2,365,894	(397,323)	44.5%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	780,307	842,560	62,254	6,418,881	6,740,481	321,600	36.5%
Operator & Mechanic Overtime	1,237,377	27,294	103,115	75,820	330,826	824,918	494,092	73.3%
Administration Salaries & Wages	6,298,696	429,197	524,891	95,694	3,826,650	4,199,131	372,481	39.2%
Administration Overtime	82,132	4,289	6,844	2,555	37,352	54,755	17,402	54.5%
Fringe Benefits	9,880,136	789,898	823,345	33,446	6,484,076	6,586,757	102,681	34.4%
Communications	243,300	18,606	20,275	1,669	144,608	162,200	17,592	40.6%
Legal Services	425,000	16,122	35,417	19,294	137,220	283,333	146,113	67.7%
Computer/Network Software Agreement	634,653	37,826	52,888	15,062	325,170	423,102	97,932	48.8%
Uniforms	85,084	2,759	7,090	4,332	47,703	56,723	9,020	43.9%
Contracted Services	522,700	43,374	43,558	184	303,014	348,467	45,452	42.0%
Equipment Repairs	10,858	1,878	905	(973)	3,970	7,239	3,269	63.4%
Security Services	110,000	10,258	9,167	(1,091)	85,983	73,333	(12,650)	21.8%
Fuel - CNG	1,219,687	102,841	101,641	(1,200)	847,348	813,125	(34,224)	30.5%
Fuel - Hydrogen	1,033,088	111,413	86,091	(25,322)	704,301	688,725	(15,576)	31.8%
Tires	226,381	15,888	18,865	2,977	125,048	150,921	25,873	44.8%
Office Supplies	73,221	2,283	6,102	3,819	25,514	48,814	23,300	65.2%
Travel/Training	156,482	0	13,040	13,040	32,081	104,321	72,241	79.5%
Repair Parts	1,436,348	107,219	119,696	12,476	936,467	957,565	21,098	34.8%
Facility Maintenance	48,598	2,087	4,050	1,963	24,772	32,399	7,627	49.0%
Electricity - CNG & Hydrogen	921,000	117,142	76,750	(40,392)	776,228	614,000	(162,228)	15.7%
Natural Gas	1,095,000	85,616	91,250	5,634	718,813	730,000	11,187	34.4%
Water and Gas	7,900	943	658	(285)	6,234	5,267	(967)	21.1%
Insurance Losses	1,781,829	113,588	148,486	34,898	2,032,671	1,187,886	(844,785)	-14.1%
Insurance Premium - Property	24,737	2,754	2,061	(692)	22,031	16,491	(5,540)	10.9%
Repair Claims	40,000	13,504	3,333	(10,171)	27,387	26,667	(720)	31.5%
Fuel Taxes	134,400	4,564	11,200	6,636	54,657	89,600	34,943	59.3%
Other Expenses	4,936,976	321,342	411,415	90,073	2,564,998	3,291,317	726,319	48.0%
Self Consumed Fuel	(1,936,155)	(214,254)	(161,346)	52,908	(1,551,629)	(1,290,770)	260,859	19.9%
Total Operating Expenses (Before Depreciation)	40,840,150	2,948,738	3,403,346	454,608	25,492,376	27,226,767	1,734,390	37.6%
Operating Expenses in Excess of Operating Revenue		\$ (2,686,770)			\$ (23,523,806)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	448,769	519,062	70,293	3,929,167	4,152,496	223,329	36.9%
State - LTF, LCTOP	11,337,000	816,810	944,750	127,940	7,151,516	7,558,000	406,484	36.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	444,012	513,559	69,547	3,887,508	4,108,470	220,962	36.9%
CARES Act 5307, 5311, 5311(f)	13,562,860	977,179	1,130,238	153,059	8,555,615	9,041,907	486,292	36.9%
Total Subsidies	37,291,309	2,686,770	3,107,609	420,839	23,523,806	24,860,873	1,337,067	36.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
 Budget Variance Report
 February 2021

#

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,609,063	2,030,985	2,300,755	269,770	17,097,786	18,406,042	1,308,256	38.1%
Services	3,925,788	286,937	327,149	40,212	2,166,506	2,617,192	450,686	44.8%
Fuels & Lubricants	2,438,579	218,125	203,215	(14,910)	1,618,947	1,625,719	6,773	33.6%
Tires	226,381	15,888	18,865	2,977	125,048	150,921	25,873	44.8%
Materials and Supplies	1,912,844	128,324	159,404	31,080	1,192,281	1,275,229	82,948	37.7%
Utilities	2,310,240	219,873	192,520	(27,353)	1,681,471	1,540,160	(141,311)	27.2%
Casualty & Liability	2,880,550	215,154	240,046	24,892	2,769,908	1,920,367	(849,541)	3.8%
Taxes and Fees	134,400	4,564	11,200	6,636	54,657	89,600	34,943	59.3%
Miscellaneous Expenses	1,338,460	43,143	111,538	68,395	337,402	892,307	554,905	74.8%
Self Consumed Fuel	(1,936,155)	(214,254)	(161,346)	52,908	(1,551,629)	(1,290,770)	260,859	19.9%
Total Operating Expenses (Before Depreciation)	40,840,150	2,948,738	3,403,346	454,608	25,492,376	27,226,767	1,734,390	37.6%
Revenues:								
Passenger Revenue	1,399,824	11,757	116,652	(104,895)	57,887	933,216	(875,329)	95.9%
Other Revenue	2,149,017	250,212	179,085	71,127	1,910,684	1,432,678	478,006	11.1%
Total Operating Revenue	3,548,841	261,968	295,737	(33,768)	1,968,571	2,365,894	(397,323)	44.5%
Net Operating Gain (Loss)		\$ (2,686,770)			\$ (23,523,806)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	448,769	519,062	70,293	3,929,167	4,152,496	223,329	36.9%
State - LTF, LCTOP	11,337,000	816,810	944,750	127,940	7,151,516	7,558,000	406,484	36.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	444,012	513,559	69,547	3,887,508	4,108,470	220,962	36.9%
CARES Act 5307, 5311, 5311(f)	13,562,860	977,179	1,130,238	153,059	8,555,615	9,041,907	(486,292)	36.9%
Total Subsidies	37,291,309	2,686,770	3,107,609	420,839	23,523,806	24,860,873	1,337,067	36.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For February, ridership was at 55.20% below FY20 FYTD totals.
- Total system ridership was 1,416,373 trips below FY20 FYTD amounts.

Ridership

	FY20-February	FY21-February	Variance	%Δ
Fixed Route	352,935	157,101	(195,834)	-55.5%
Paratransit	11,972	5,741	(6,231)	-52.0%
SolVan	1,314	1,267	(47)	-3.6%
SunRide	-	56	56	-
System Total	366,221	164,165	(202,056)	-55.2%

Ridership

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	2,682,900	1,325,259	(1,357,641)	-50.6%
Paratransit	101,940	43,286	(58,654)	-57.5%
SolVan	10,692	10,539	(153)	-1.4%
SunRide	-	75	75	-
System Total	2,795,532	1,379,159	(1,416,373)	-50.7%

Other Revenue - Favorable

- The favorable variance is attributed to a large amount of advertising revenue, emissions credits revenue, and accrued CNG rebate revenue. CNG revenue will be weighted more in the first half of FY21.
- CNG rebate was federally approved through the end of calendar year 2020.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to lower than anticipated expenses relating to level 3 service and the deferral of the new express route.

Operator & Mechanic Overtime - Favorable

- The favorable balance is primarily attributed to the low amount of overtime scheduled in the modified service due to COVID-19.

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency.

Administration Overtime - Favorable

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

Fringe Benefits - Favorable

- Fringe expenditures are within an acceptable range of the budgeted amount.

Communications - Favorable

- The favorable balance is primarily attributed to savings in cellular services.

Legal Services - Favorable

- Legal services have had lower expense for review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

- Expenditures are within an acceptable range of the budgeted amount.

Contracted Services - Favorable

- The favorable expenses are primarily attributed to lower use of the public relations/marketing consultant.

Equipment Repairs - Favorable

- Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services - Unfavorable

- Additional security service expenditures are required in Division 2 based on modified service due to COVID - 19.

Fuel - CNG - Unfavorable

- The unfavorable variance is primarily attributed to increased usage of CNG fixed route vehicles.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
February FY20	95,508				
February FY21	81,446	(14,062)	(901)	-14.72%	-1.09%
January FY21	82,347				
FYTD February FY20	870,816				
FYTD February FY21	728,452	(142,364)		-16.35%	

Fuel - Hydrogen - Unfavorable

- The unfavorable balance is primarily attributed to increased electricity costs.

Tires - Favorable

- The lower tire expenditures are attributed to a reduction in revenue miles.

Office Supplies - Favorable

- Office supplies are a variable expense; the costs are projected to be favorable for the remainder of the FY due to increased remote work, coin counting equipment, & vacancies.

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended. Additionally, COVID-19 restrictions has affected staff travel.

Repair Parts - Favorable

- The favorable balance is primarily attributed to lower FYTD expenses related to fixed route repairs.

Facility Maintenance - Favorable

- The favorable balance is due to lower monthly expenses despite emergency repairs in the month of September.

Electricity - CNG & Hydrogen - Unfavorable

- The unfavorable balance in electricity expenditures is primarily attributed to increased costs associated with hydrogen production.

Natural Gas - Favorable

- The favorable balance is attributed to lower expenses for Indio.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
February FY20	32,087				
February FY21	15,206	(16,881)	(165)	-52.61%	-1.07%
January FY21	15,371				
FYTD January FY20	179,054				
FYTD January FY21	177,852	(1,202)		-0.67%	

Water and Gas - Unfavorable

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

Insurance Losses - Unfavorable

- Unfavorable balance is due to a reconciliation of estimated losses recorded in December 2020.

Insurance Premium - Property - Unfavorable

- Insurance Premium - Property expenditures increased with completion of new facilities around the property.

Repair Claims - Unfavorable

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

Fuel Taxes - Favorable

- Outside fueling sales are currently \$46,889 below FY20 FYTD amounts.
- For February, sales have decreased by \$223 from the previous month.
- The favorable variance in fuel taxes is due to lower fuel consumption and fuel sales.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
February FY20	\$ 87,822				
February FY21	\$ 42,718	\$ (45,104)	\$ (223)	-51.36%	-0.52%
January FY21	\$ 42,942				
FYTD February FY20	\$ 483,942				
FYTD February FY21	\$ 437,053	\$ (46,889)		-9.69%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the Agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self-Consumed Fuel - Favorable

- The favorable variance in self-consumed fuel is due to higher fuel cost.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for March 2021

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts between \$25,000 and \$100,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

- For the month of March 2021, there was one (1) agreement executed between \$25,000 and \$100,000.
- Contracts executed:

VENDOR	PURPOSE	AMOUNT
Heptagon Seven Consulting	Coachella Transit Hub A&E Services	\$91,657.99

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000

March 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Heptagon Seven Consulting	Coachella Transit Hub A&E Services	Architect and engineering services for the Coachella Transit Hub.	FY21 Budget FY22 Budget	\$ 95,000.00	\$ 91,657.99	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary February 2021

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:

	Target	Range
Equities	60%	35 – 75%
Fixed Income	40%	25 – 64%
Cash & Equivalent	0%	0 – 10%

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

Union

	Actual	Range
Equities	63.21%	35 – 75%
Fixed Income	36.09%	25 – 64%
Cash & Equivalent	0.70%	0 – 10%

Non-Union

	Actual	Range
Equities	63.23%	35 – 75%
Fixed Income	36.10%	25 – 64%
Cash & Equivalent	0.67%	0 – 10%

For the month of February, the market value of assets increased by \$419,463 and \$403,451 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
January 2021	\$36,283,382	\$36,452,537
February 2021	\$36,702,845	\$36,855,988
Increase (Decrease)	\$419,463	\$403,451

New union and non-union pension investment policies were approved at the February 2021 board meeting. The targets from the previous investment policy statements will be utilized for January and February 2021 reports.

Recommendation:

Receive and file.

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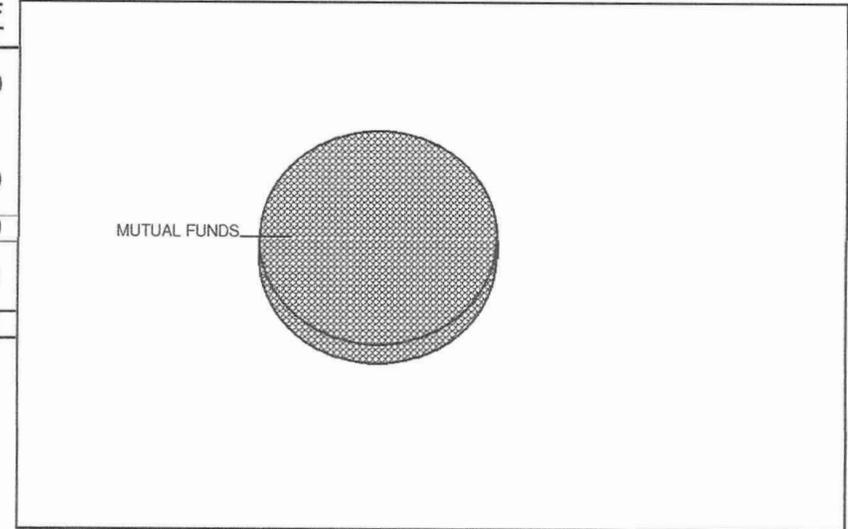
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 20
 Period from February 1, 2021 to February 28, 2021

ASSET SUMMARY

ASSETS	02/28/2021 MARKET	02/28/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	258,346.78	258,346.78	0.70
Mutual Funds-Equity	23,197,324.66	17,041,678.25	63.21
Mutual Funds-Fixed Income	13,247,168.92	13,111,460.14	36.09
Total Assets	36,702,840.36	30,411,485.17	100.00
Accrued Income	4.96	4.96	0.00
Grand Total	36,702,845.32	30,411,490.13	100.00

Estimated Annual Income **691,126.09**



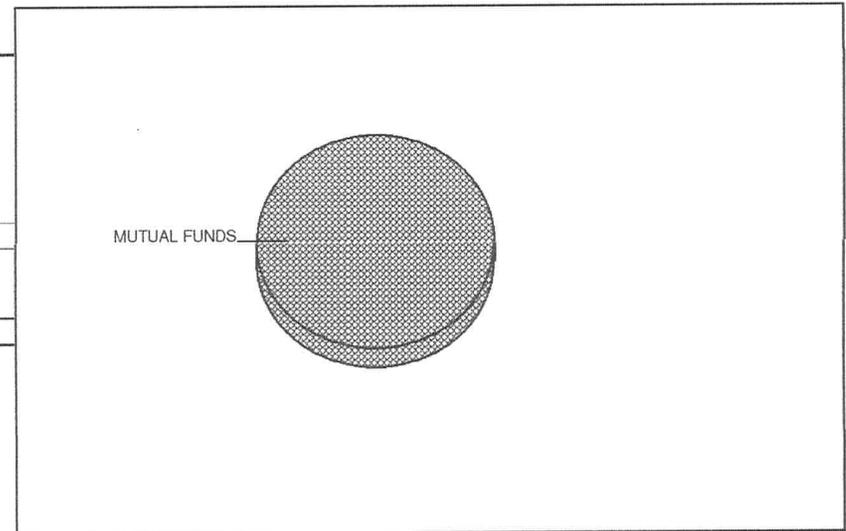
ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

ASSET SUMMARY

ASSETS	02/28/2021 MARKET	02/28/2021 BOOK VALUE	% OF MARKET
Cash And Equivalents	248,751.33	248,751.33	0.67
Mutual Funds-Equity	23,302,572.22	17,124,262.96	63.23
Mutual Funds-Fixed Income	13,304,660.04	13,169,591.82	36.10
Total Assets	36,855,983.59	30,542,606.11	100.00
Accrued Income	4.72	4.72	0.00
Grand Total	36,855,988.31	30,542,610.83	100.00

Estimated Annual Income **694,035.21**



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for March 2021

Summary:

	Monthly Ridership		Monthly Variance	
	Mar-20	Mar-21	Net	Percent
Fixed Route	244,570	179,749	-64,821	-26.5%
SolVan	1,441	1,512	71	4.9%
SunRide	0	178	178	100.0%
*Taxi Voucher	581	369	-212	-57.5%
SunDial	8,070	6,861	-1,209	-15.0%
Total	254,662	188,669	-65,993	-25.9%

*Taxi Voucher ridership counts are part of the system ridership for March 2021 totals and are not part of the NTD ridership report. In March 2021, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 65,993 rides or -25.9% compared to the same month of the previous year.

Consequently, the fiscal year to date system ridership decreased by 1,482,366 rides or -48.6% compared to the previous fiscal year. Two (2) supplemental charts are included to demonstrate fixed route and paratransit ridership trends and the percentage of ridership recovered. The COVID-19 Impact chart's baseline is calendar year 2019, this allows a comparison of three (3) years.

March 2021 Fiscal Year To Date Ridership	
Fiscal Year 2020	3,050,194
Fiscal Year 2021	1,567,828
Ridership Decrease	(1,482,366)

Recommendation:

Receive and file.



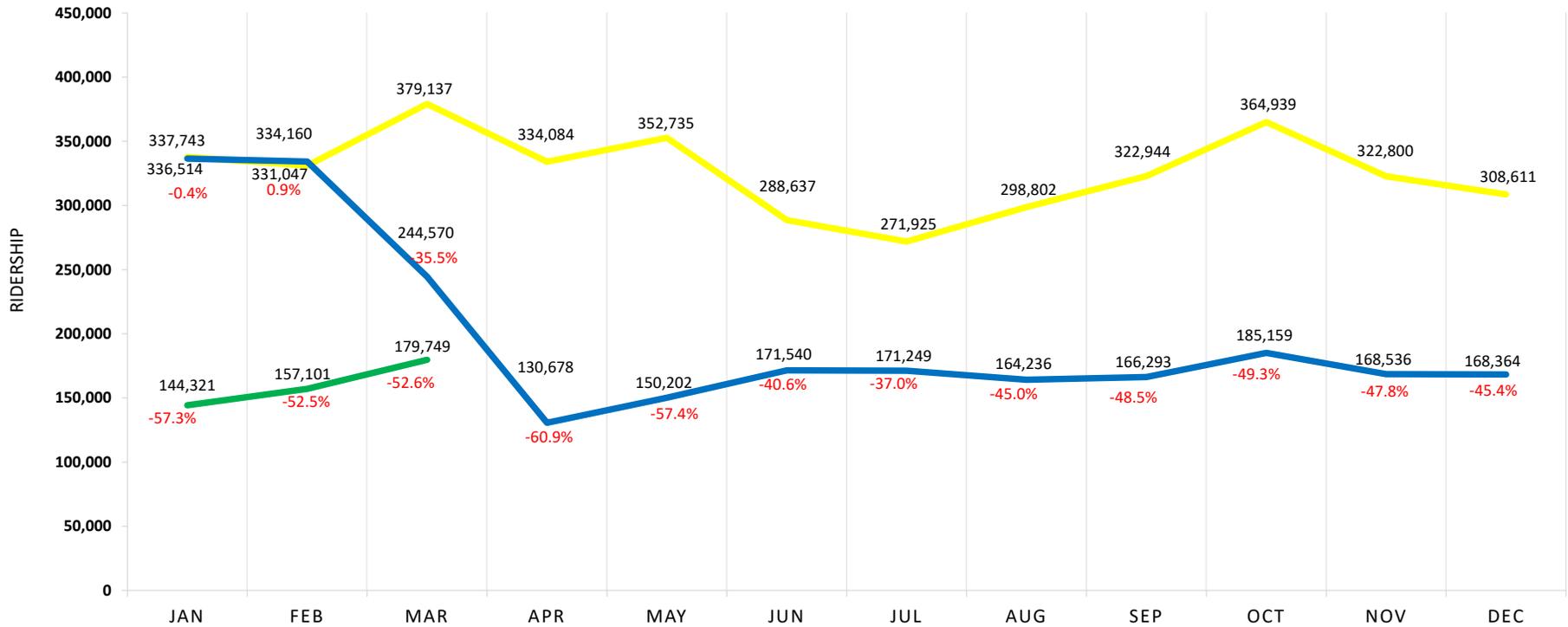
**SunLine Transit Agency
Monthly Ridership Report
March 2021**

Fixed Route	Description	Mar 2021	Mar 2020	FY 2021	FY 2020	Monthly KPI					
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Bikes		Wheelchairs	
						Monthly	FYTD	Monthly	FYTD		
Route 1	Coachella - Hwy 111 - Palm Springs	86,332	-	229,299	-	11.9	0.8	4,112	11,097	1,270	3,420
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	50,152	-	137,326	-	14.9	1.0	2,146	4,337	789	1,636
Route 3	Desert Hot Springs - Desert Edge	3,904	-	11,236	-	9.2	0.6	69	129	96	172
Route 4	Westfield Palm Desert - Palm Springs	15,123	-	42,036	-	8.0	0.5	733	3,399	110	1,032
Route 5	Desert Hot Springs - CSUSB - Palm Desert	-	-	-	-	-	-	-	-	-	-
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,433	-	11,789	-	3.2	0.3	241	449	52	103
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,440	-	13,795	-	9.7	0.7	492	984	75	208
Route 8	North Indio - Coachella -Thermal/Mecca	10,820	-	27,227	-	6.3	0.4	384	720	115	222
Route 9	North Shore - Mecca - Oasis	3,499	-	8,417	-	3.0	0.1	118	837	111	298
Route 10	Indio - CSUSB - San Bernardino - Metrolink	-	-	-	-	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	3	-	3	-	-	-	1	1	-	-
Route 501 NB	Palm Desert High School AM Tripper	5	-	5	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	5	-	5	-	-	-	-	-	-	-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	3	-	3	-	-	-	-	-	-	-
Route 800 NB	Shadow Hills High School AM Tripper	13	-	13	-	-	-	-	-	-	-
Route 801 SB	Jackson / 44th PM Tripper	17	-	17	-	-	-	-	-	-	-
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	-	-	-	-	-	-	-	-	-	-
Route 803 NB	Shadow Hills High School AM Tripper	-	-	-	-	-	-	-	-	-	-
Former Route 14	DHS/PS	-	36,128	156,008	426,304	-	-	-	6,507	-	2,562
Former Route 15	DHS	-	7,057	25,074	84,491	-	-	-	462	-	660
Former Route 20	DHS/PD	-	1,743	-	22,319	-	-	-	-	-	-
Former Route 21	PD	-	669	-	9,364	-	-	-	-	-	-
Former Route 24	PS	-	10,529	46,323	126,662	-	-	-	2,103	-	1,203
Former Route 30	CC/PS	-	35,869	153,111	445,496	-	-	-	7,374	-	2,880
Former Route 32	PD/RM/TP/CC/PS	-	15,047	60,121	183,076	-	-	-	3,279	-	872
Former Route BUZZ	PS/BUZZ	-	2,688	-	36,954	-	-	-	-	-	-
Former Route 54	Indio/LQ/IW/PD	-	3,580	-	53,334	-	-	-	-	-	-
Former Route 90	LQ/BD	-	8,484	18,312	98,705	-	-	-	511	-	252
Former Route 70	Indio	-	12,218	27,539	152,039	-	-	-	2,055	-	373
Former Route 80	Indio	-	4,309	36,854	71,171	-	-	-	1,480	-	434
Former Route 81	Coachella/Indio	-	4,071	16,352	52,192	-	-	-	667	-	139
Former Route 91	I/Cch/Th/Mec/Oas	-	9,690	32,262	110,876	-	-	-	1,141	-	353
Former Route 95	I/Cch/Th/Mec/NS	-	1,613	8,768	19,022	-	-	-	226	-	42
Former Route 111	PS to Indio	-	90,169	443,113	1,025,845	-	-	-	23,943	-	6,380
Former Route 220	PD to Riverside	-	706	-	9,620	-	-	-	-	-	-
	Fixed Route Total	179,749	244,570	1,505,008	2,927,470	10.17	0.66	8,296	71,701	2,618	23,241
SolVan		1,512	1,441	12,051	12,133						
SunRide		178	-	253	-						
Taxi Voucher		369	581	369	581						
SunDial		6,861	8,070	50,147	110,010	1.27	0.10				
	System Total	188,669	254,081	1,567,828	3,050,194	6.07	0.39				
		Mar-21	Mar-20								
Weekdays:		23	22								
Saturdays:		4	4								
Sundays:		4	5								
Total Days:		31	31								

On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for March 2021.

Fixed Route Ridership COVID-19 Impact

— 2019
 — 2020
 — 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021



Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.

April 2020 was the first complete month of operation of the (Level-3) Service.

Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.

Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

Ridership:

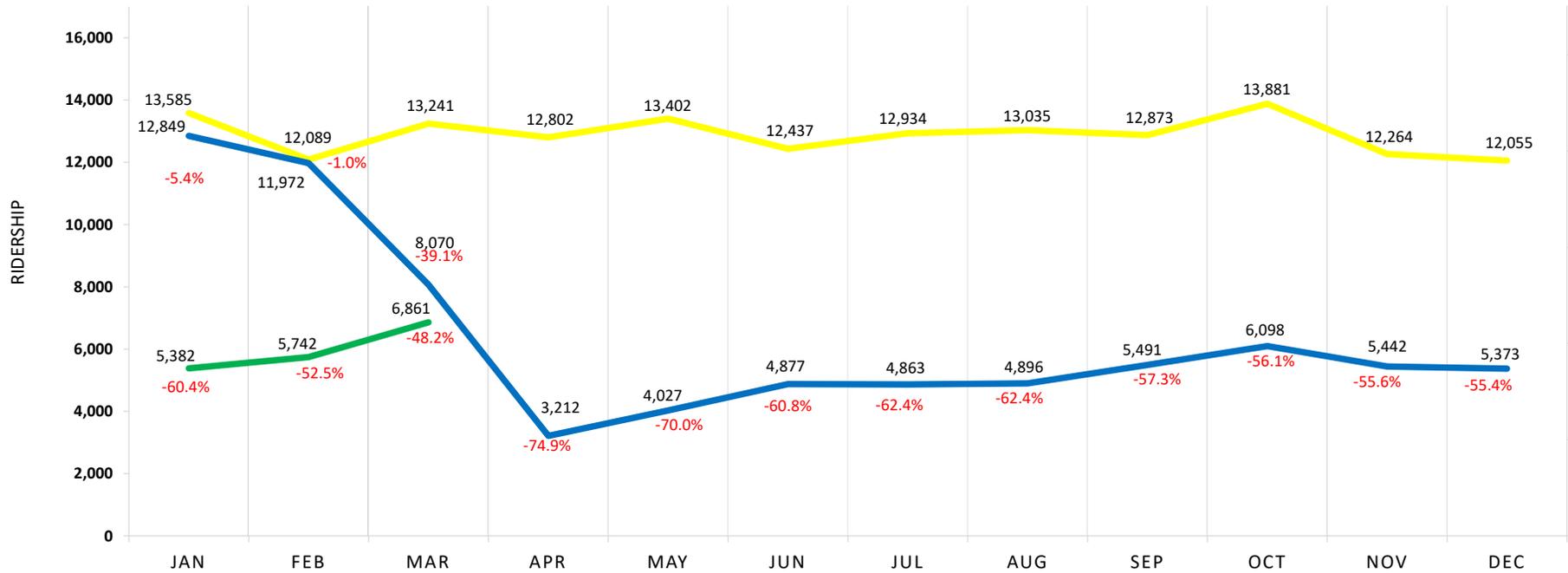
FY 2019 Actual = 4,039,450

FY 2020 Actual = 3,379,520

FY 2021 SRTP Predicted = 3,761,953

Paratransit Ridership COVID-19 Impact

2019 2020 2021 %VAR. 2019 Vs 2020 %VAR. 2019 Vs 2021



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. Since March 25, 2020, in response to COVID-19 SunDial has been operating one on one off service as resources are available. Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for March 2021

Summary:

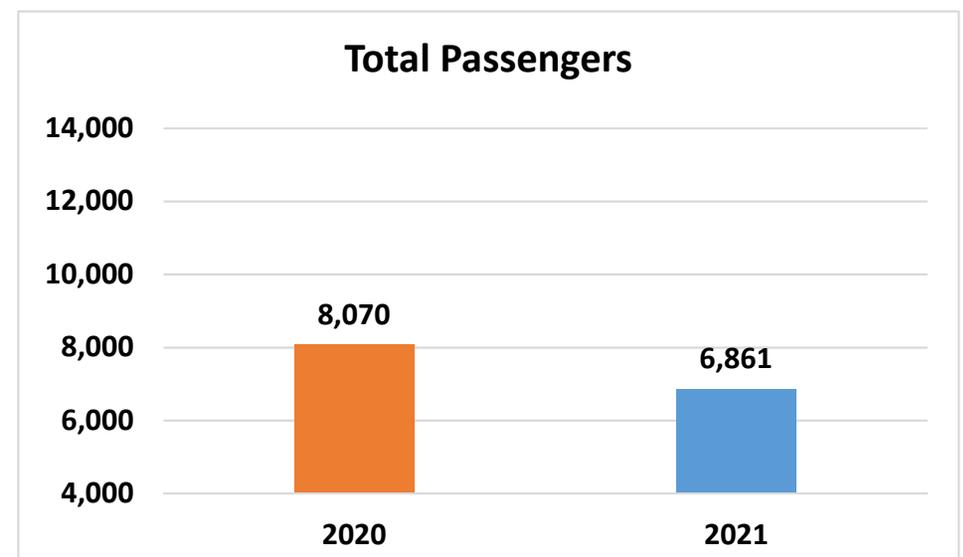
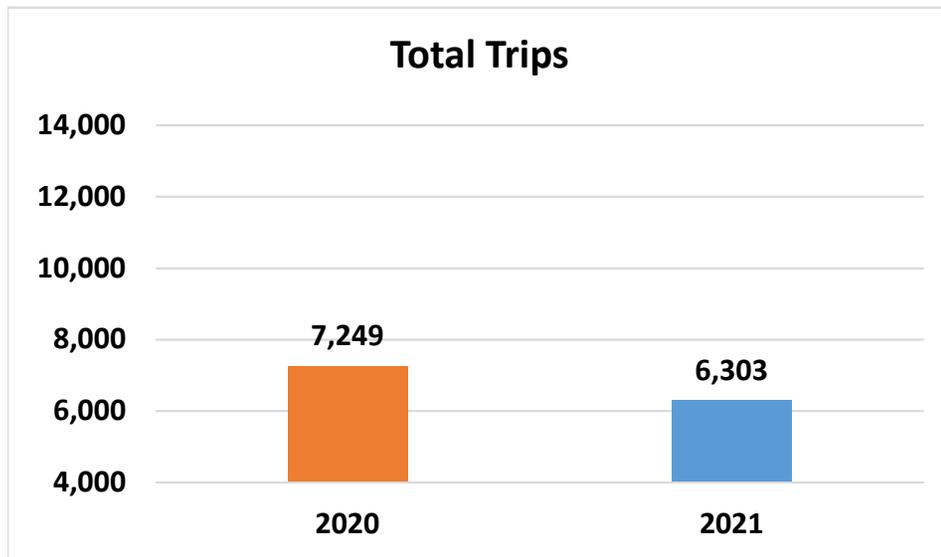
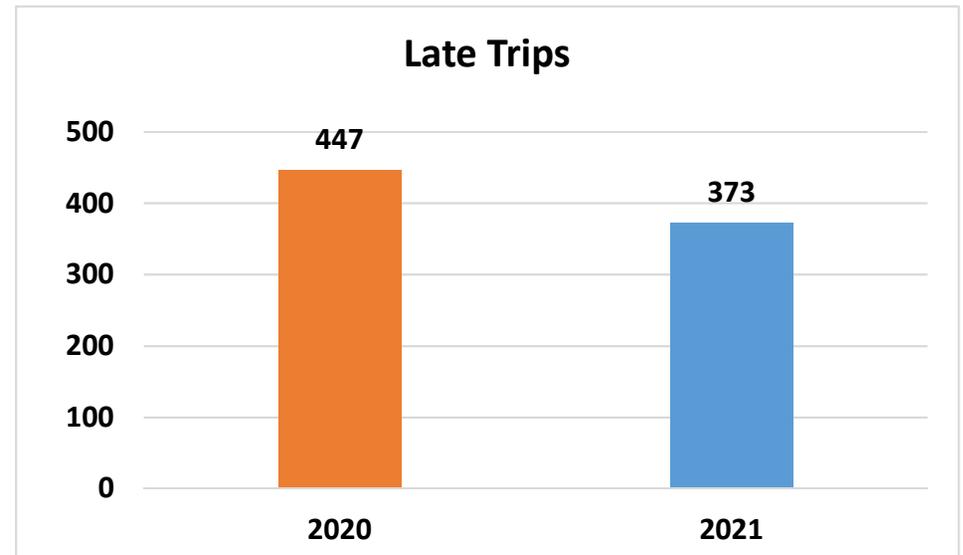
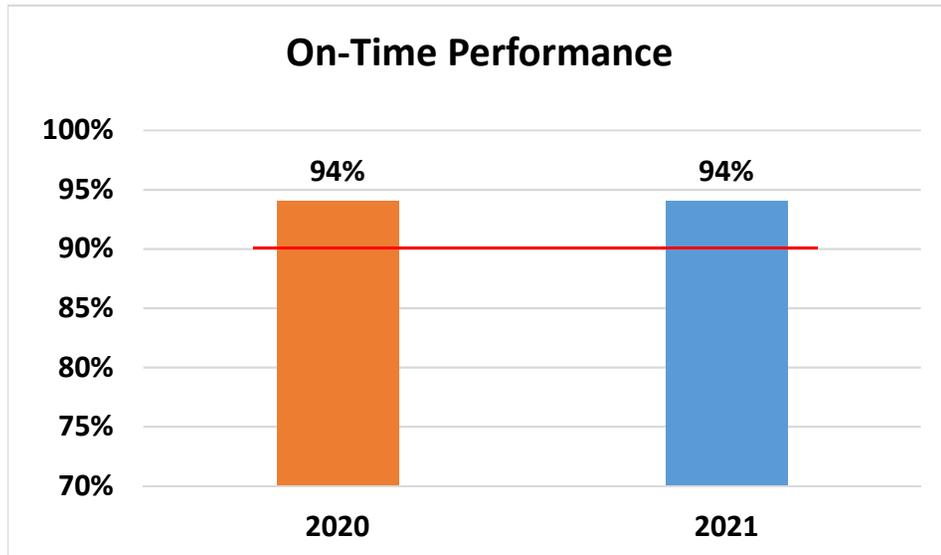
The attached report summarizes SunDial's operation for March 2021. This report identifies that the on-time performance for March exceeded the Agency's internal 90% goal by 4%. There was a 16.5% decrease in late trips compared to March 2020, as well as a 13% decrease in total trips and a 14.9% decrease in total passengers. The total miles increased by 27.4% or 21,672 miles for the month and mobility device boardings decreased by 3% or 32 boardings. Field Supervisors are utilizing Center for Disease Control and Prevention guidelines for social distancing and continue performing onboard inspections and safety evaluations, which includes pre-trips and trailing evaluations. There was one (1) preventable accident for March 2021 compared to zero (0) in March 2020.

Recommendation:

Receive and file.

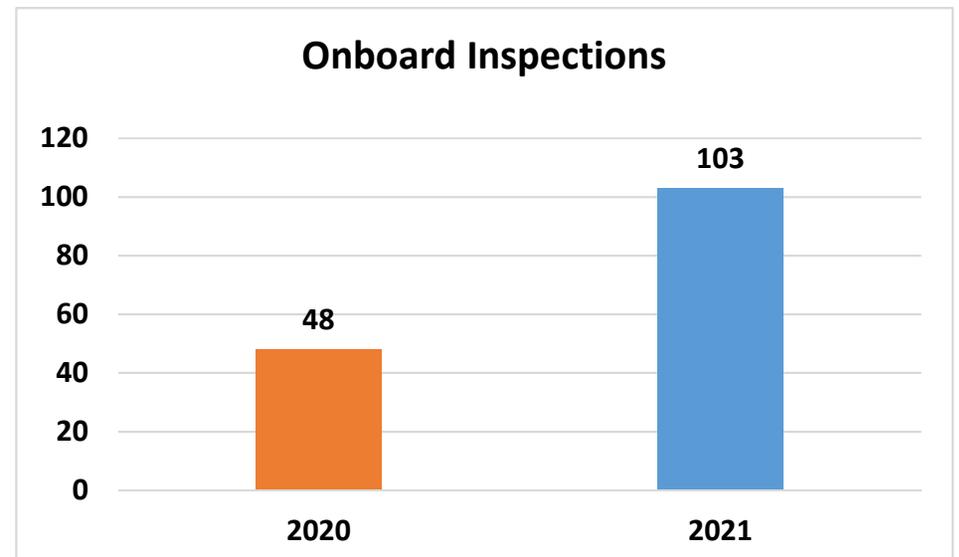
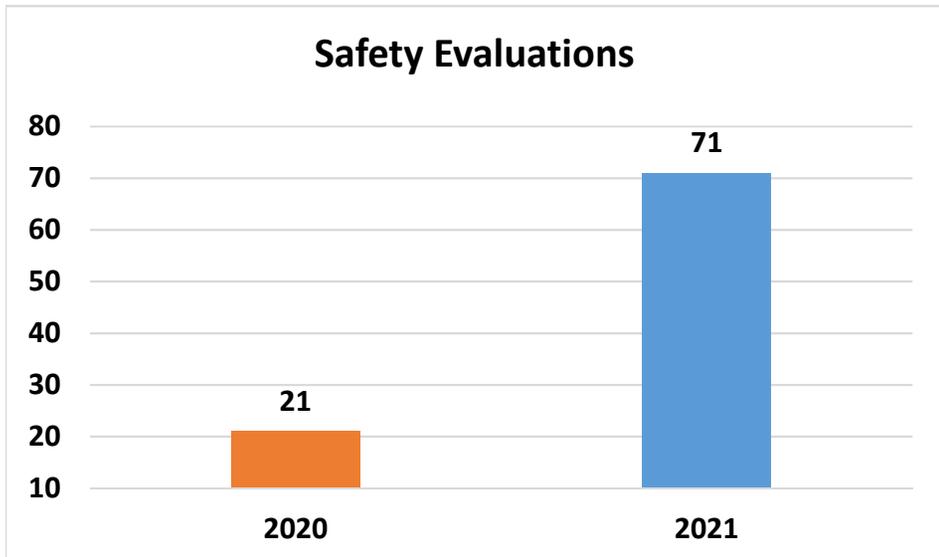
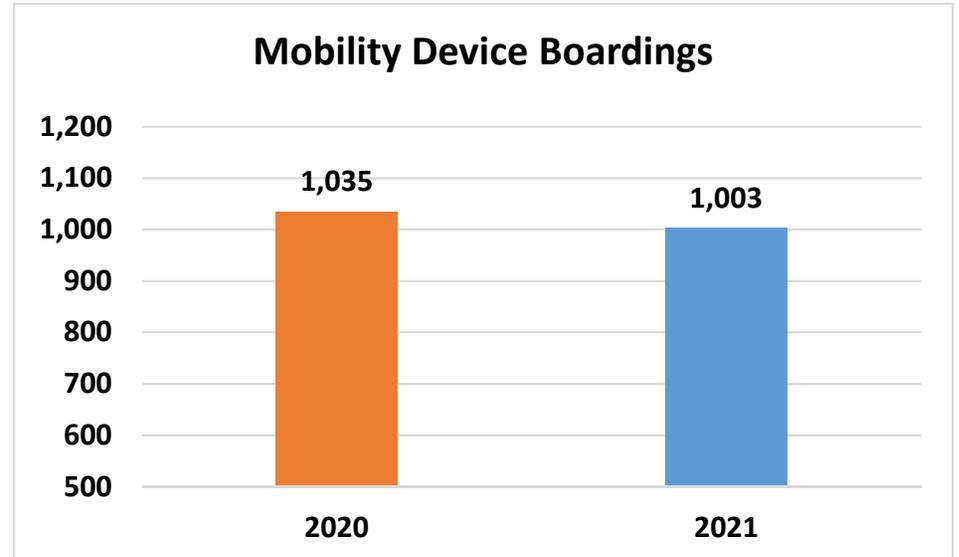
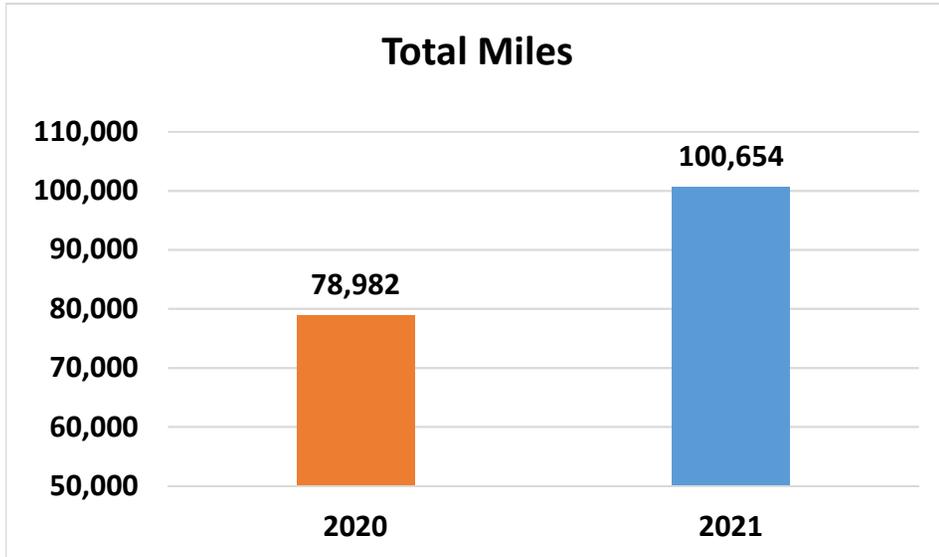
SunDial Operational Charts

March 2020 vs. 2021

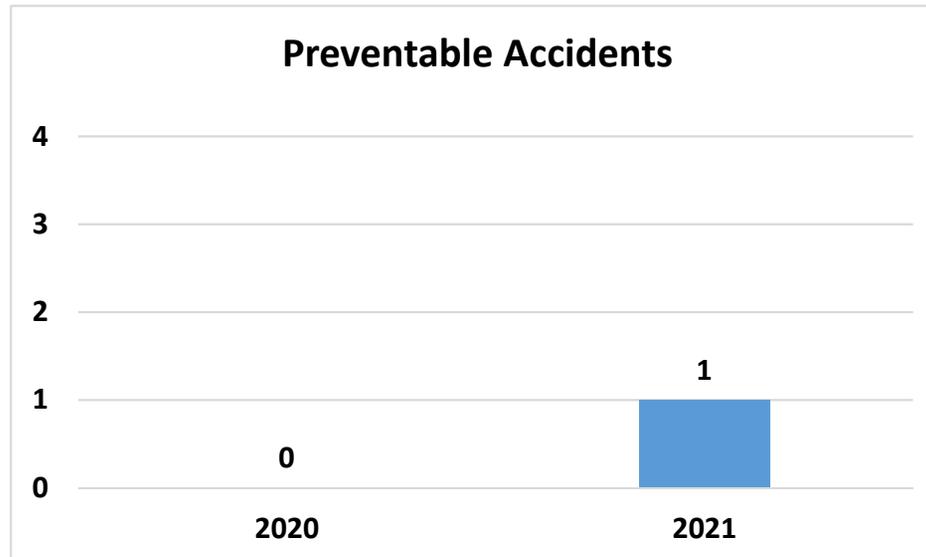


SunDial Operational Charts

March 2020 vs. 2021



SunDial Operational Charts March 2020 vs. 2021



SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 22, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Metrics for March 2021

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absences, advertising revenue, fixed route customer feedback, paratransit customer feedback, and system performance.

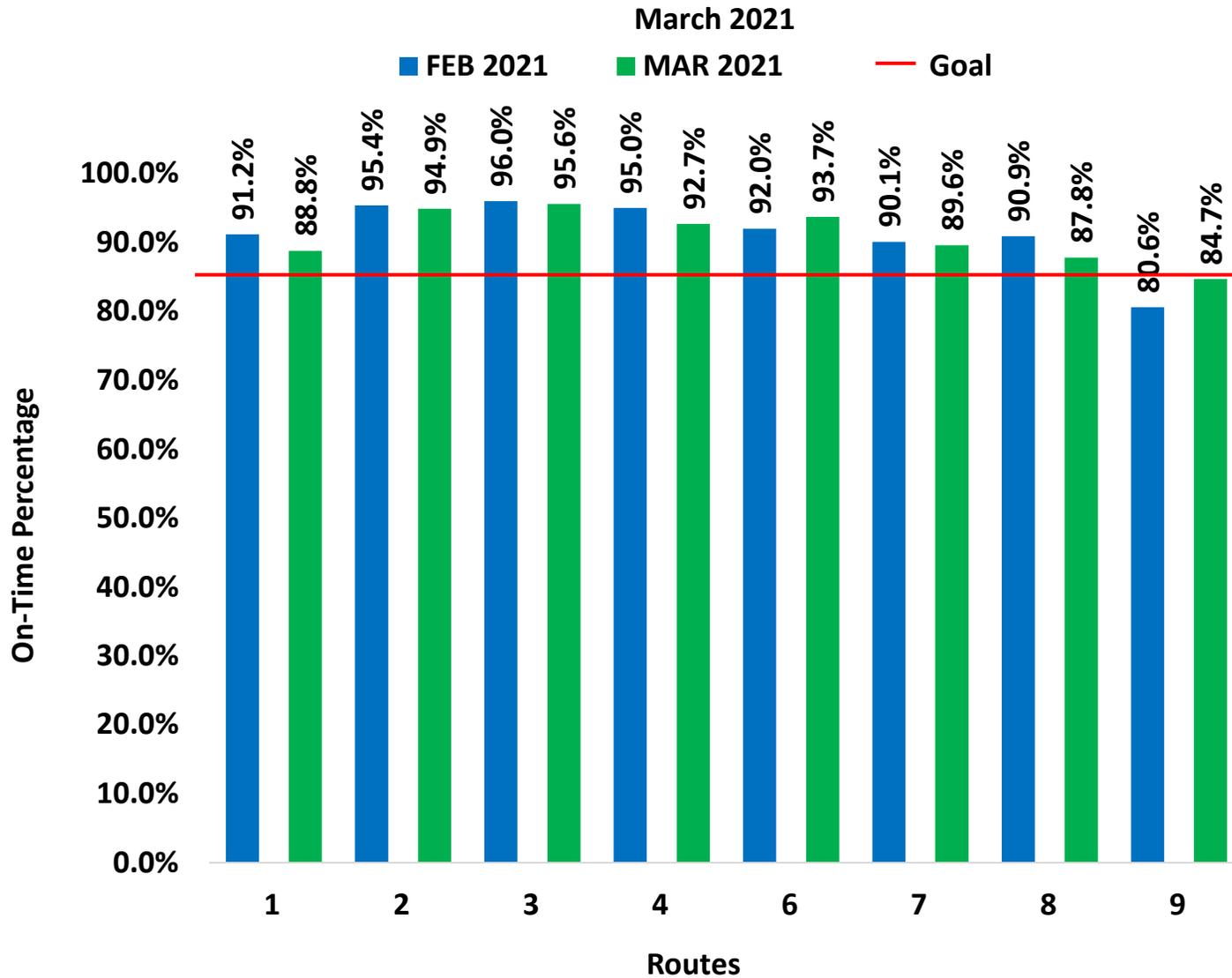
Due to the new route structure, fiscal year reporting has been changed to Refueled year to date (RYTD) for the remainder of the current fiscal year.

Route 9 on-time performance has been closely monitored since the start of Refueled. The combination of ongoing construction in Mecca, operator's learning curve of new routes and new time point timing has affected SunLine's on-time performance. An upcoming adjustment in departure time is planned for the May service change.

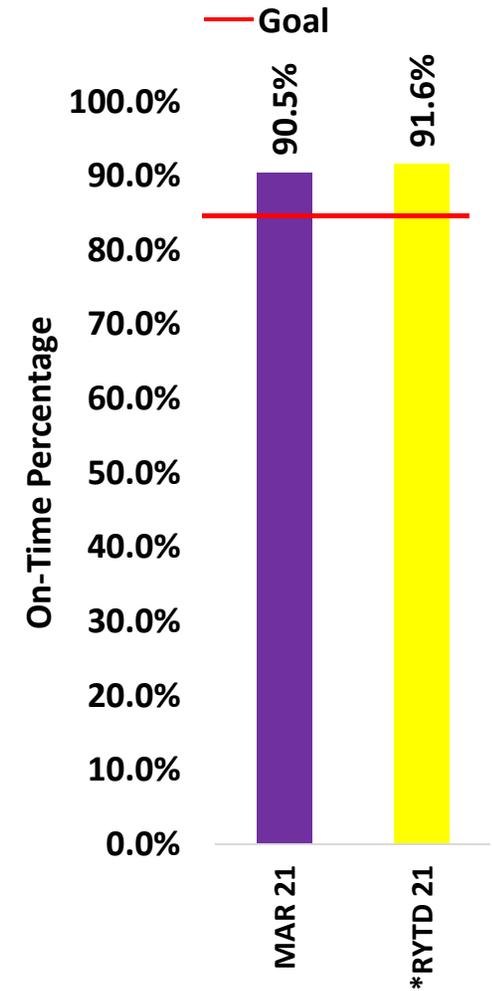
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide



Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

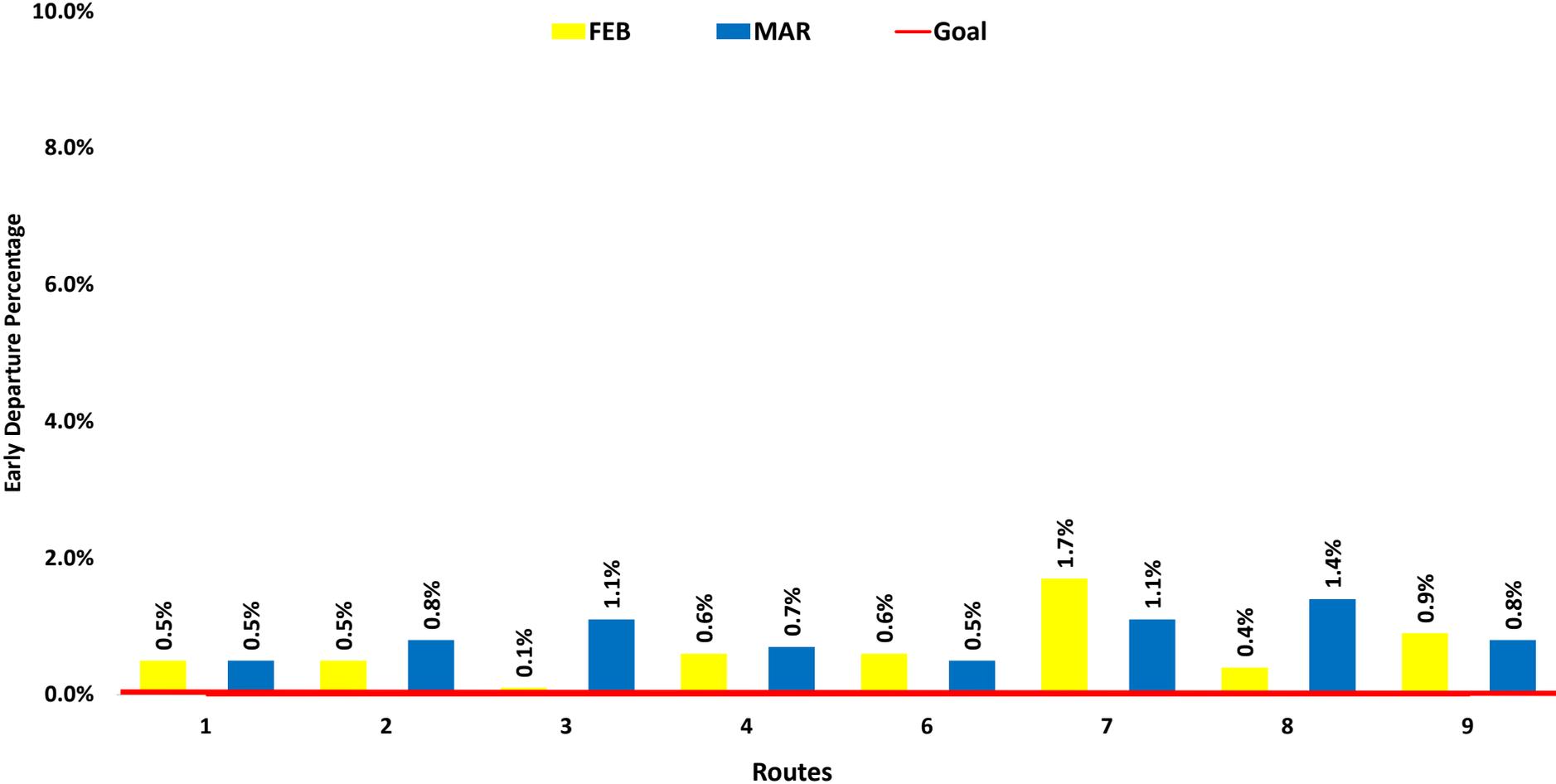
Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

* Refueled Year reporting began January 3, 2021 with the roll-out of the new route structure.

Early Departure Percent by Route

March 2021



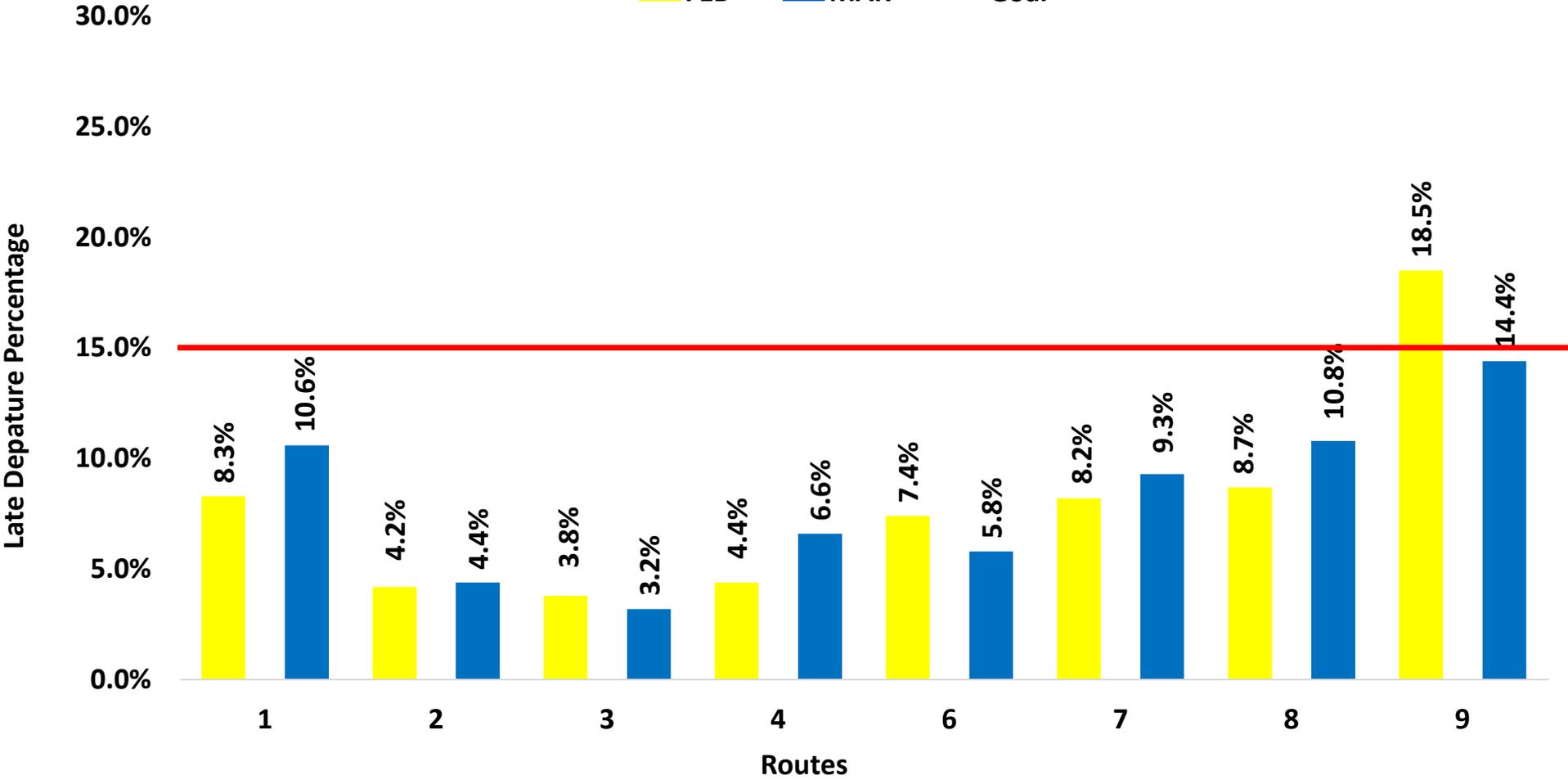
Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percent by Route

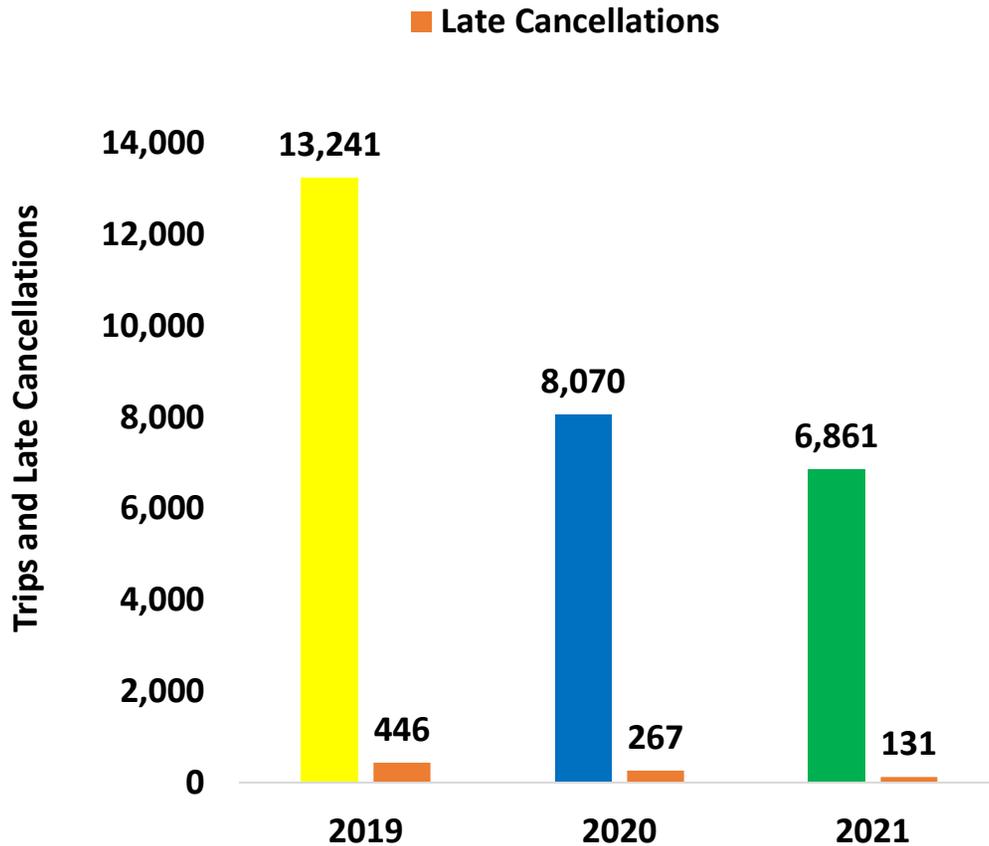
March 2021

FEB MAR Goal

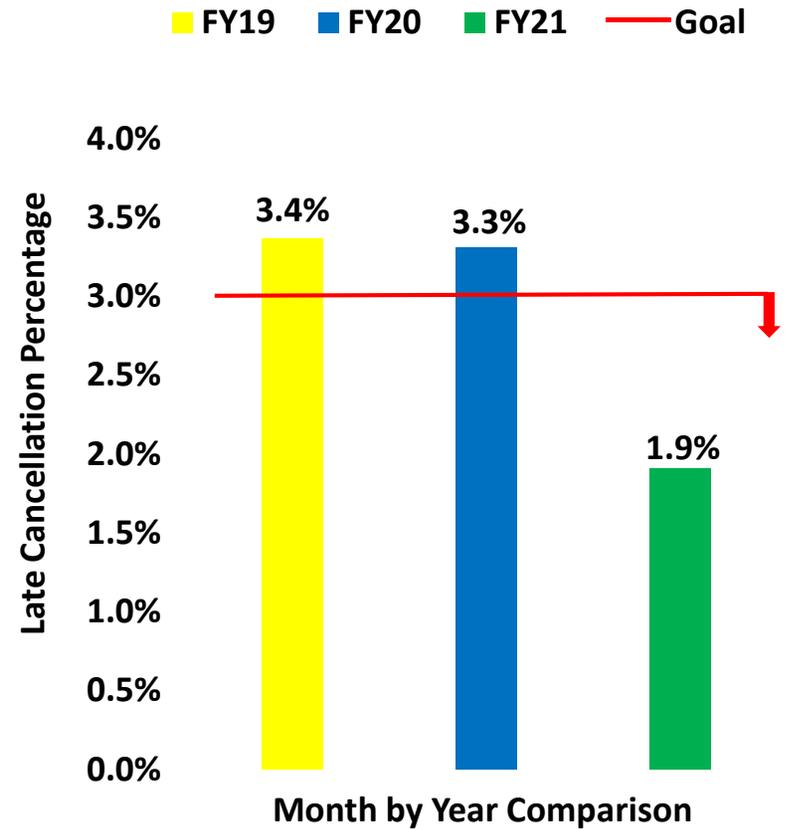


Late Definition: When a bus leaves a time point after the scheduled departure time.
The route is running late with a departure greater than 5 minutes.
Goal: To reduce late departures to 15%.

Total Trips vs. Late Cancellations March



Late Cancellation Percentage



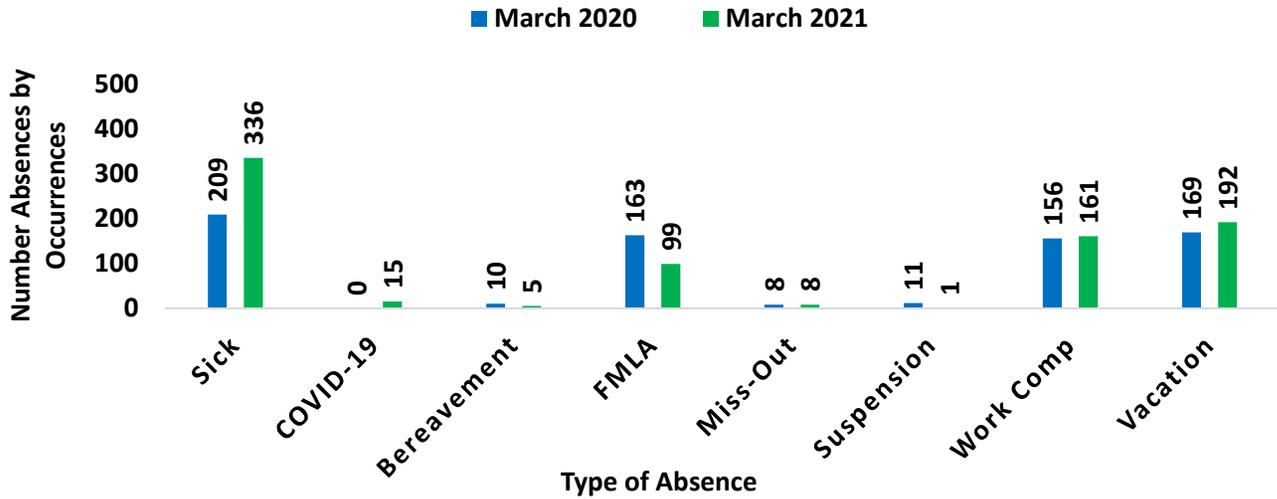
Trip: A one-way ride booked by the client. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which an ADA client does not cancel two (2) hours or more before the scheduled pick up time.

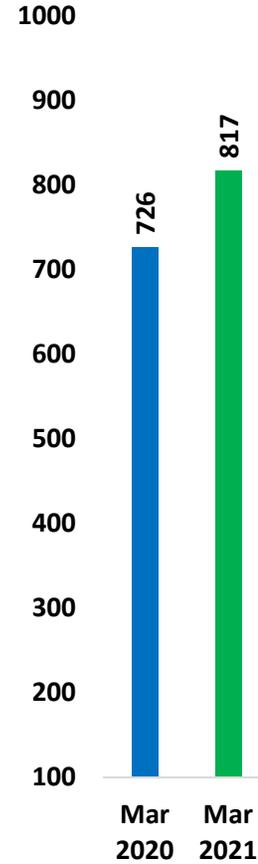
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

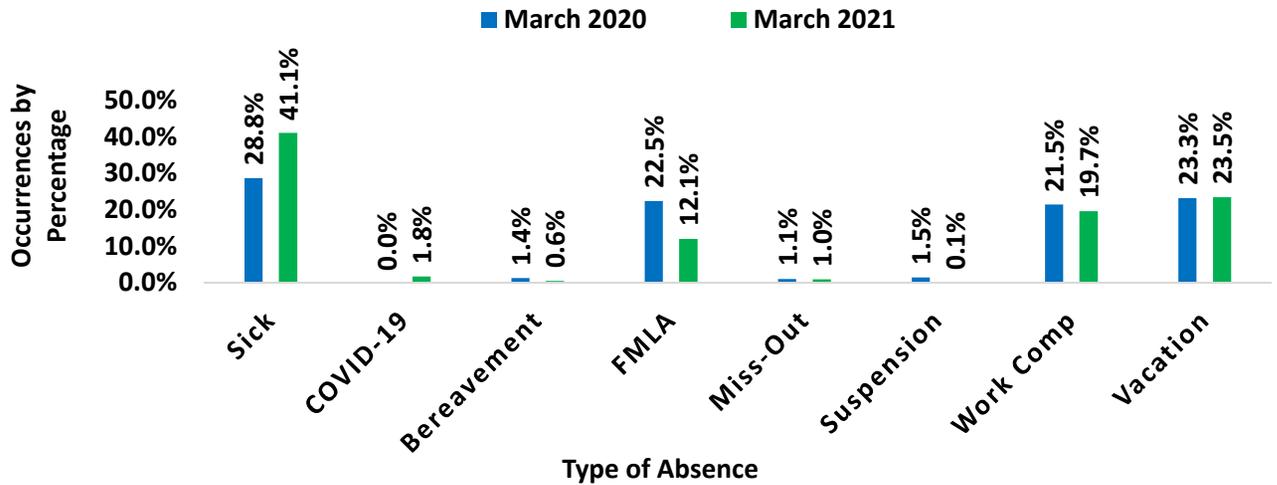
Driver Absence Occurrences



Total Absence Occurrences

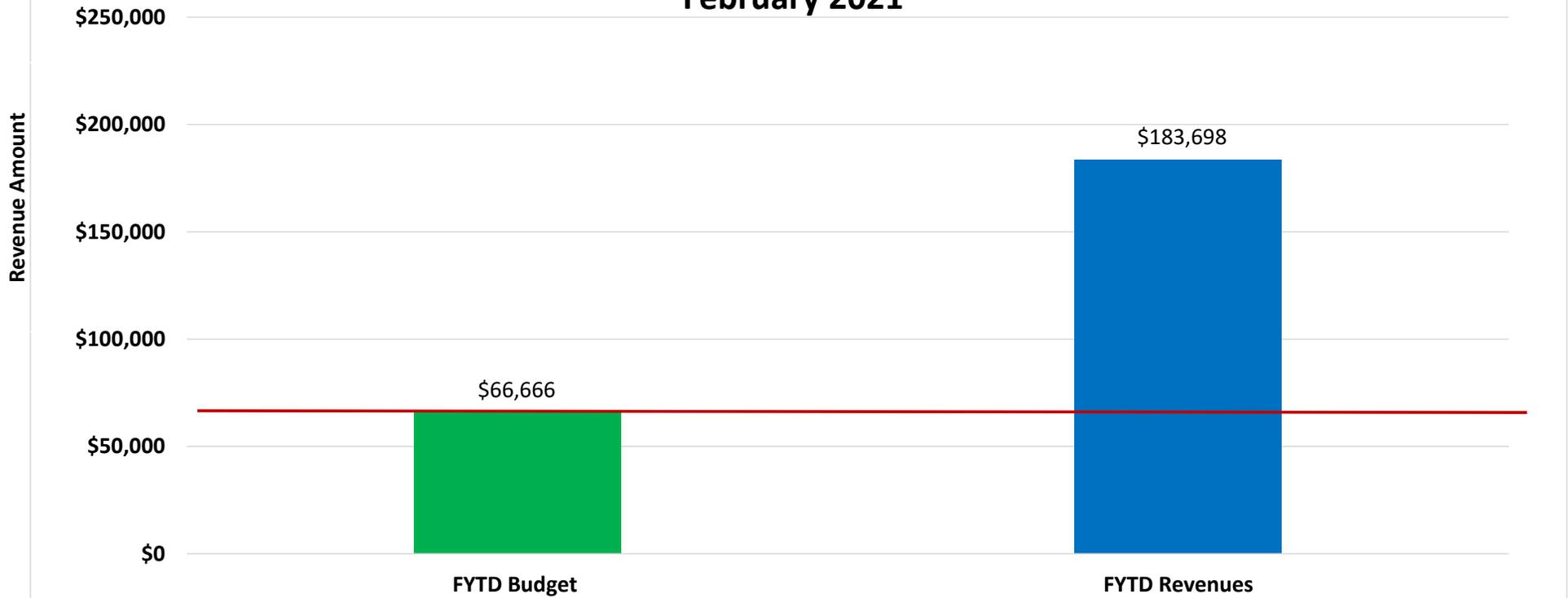


Driver Absence Occurrences by Percentage



This chart includes unplanned/unscheduled, and COVID-19 absences for Fixed Route drivers. Modified attendance policy in addition to protected covid absences have greatly impacted driver attendance.

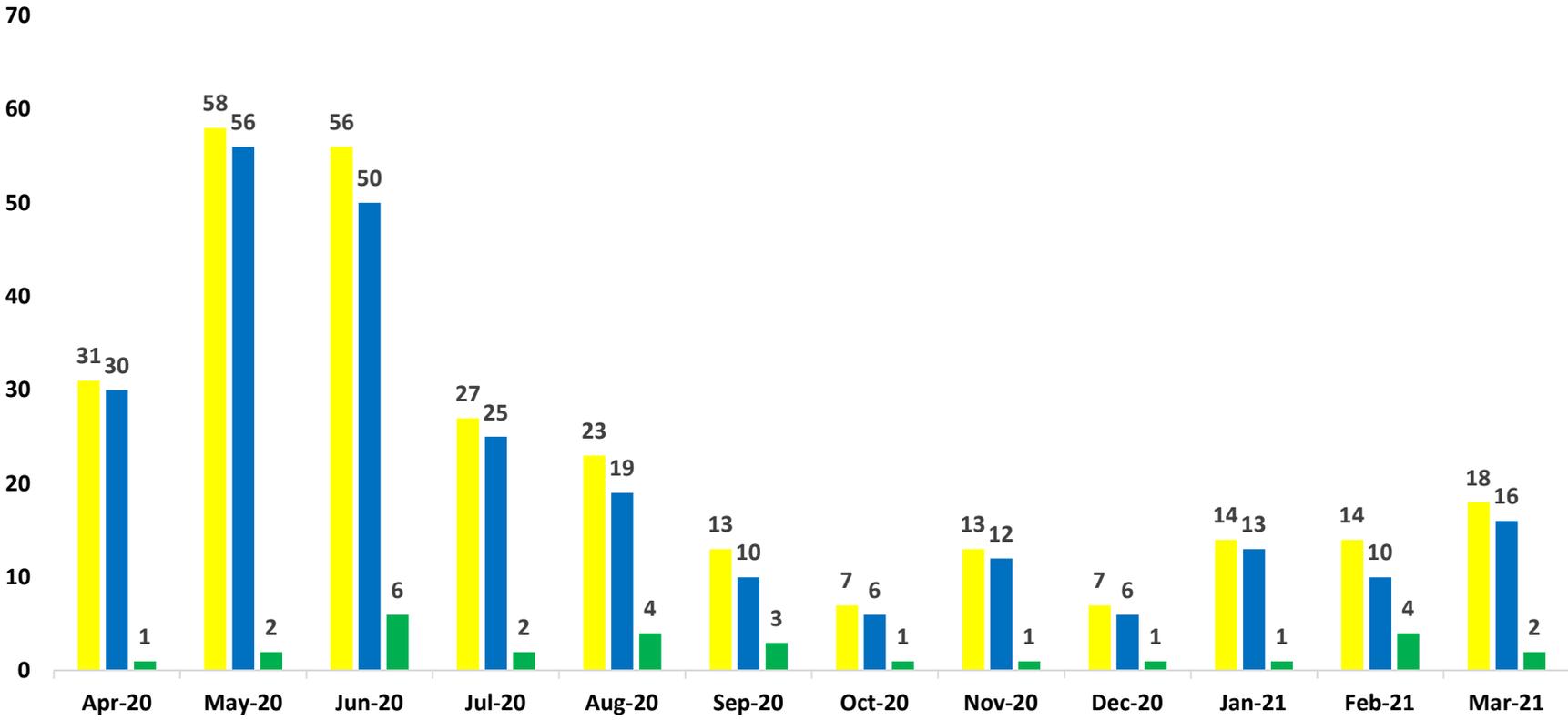
Advertising Revenue FYTD Budget vs FYTD Agency Revenue February 2021



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

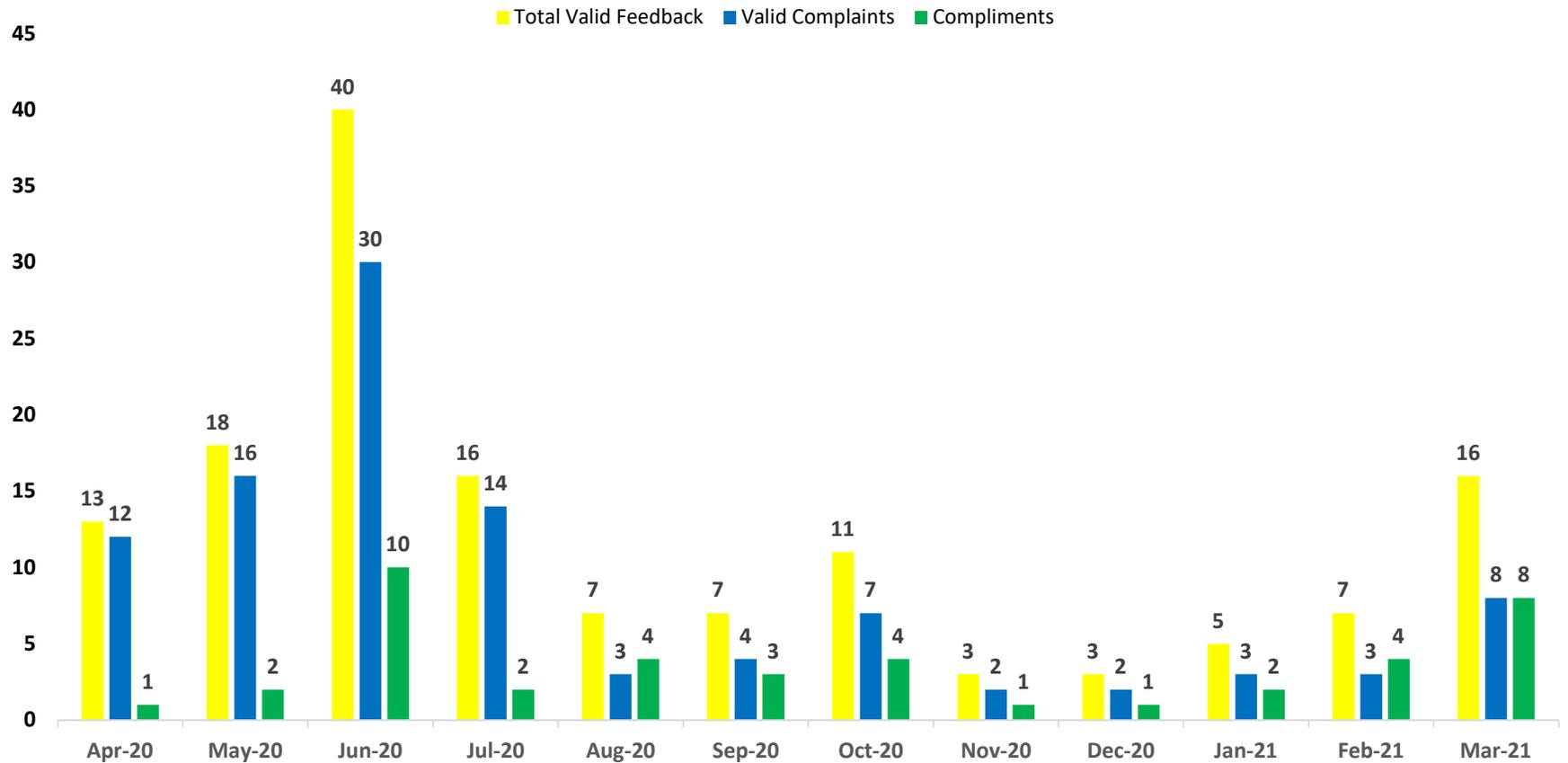
Fixed Route Customer Feedback April 2020 through March 2021

■ Total Valid Feedback
 ■ Valid Complaints
 ■ Compliments



Valid fixed route feedback comprised of compliments and complaints for April 2020 through March 2021

Paratransit Customer Feedback April 2020 through March 2021



Valid paratransit feedback comprised of compliments and complaints for April 2020 through March 2021

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 1st Quarter Calendar Year 2021

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 1st quarter of calendar year 2021, there are 15 large projects in progress. First quarter projects have been minimally impacted by the COVID-19 pandemic. Any substantial impacts will be reported.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2021

New Project Updates			
Project Title	Brief Description	Current Status	Funding
Coachella Hub	Project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine along with city of Coachella to construct a sustainable transportation infrastructure to provide transportation related amenities.	SunLine hired an architect and design firm. The design firm is working on the initial design concepts in coordination with SunLine and other project partners.	\$1,313,500
SoCal Gas/Hydrogen Demonstration Project	SunLine in partnership with the Southern California Gas Company (SCG) will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) equipment in various operating conditions.	Project kick-off meeting with SunLine, SCG and the engineering firm was held. The engineering firm is working on the final site layout for SunLine's review and input. Equipment is expected to be delivered in the second quarter of 2021.	\$600,000
Purchase of Five (5) Replacement Zero Emission Relief Cars	Purchase five (5) replacement Chevy Bolt 2021 cars and charging infrastructure.	Board recently approved a contract with Jessup Chevrolet of Cathedral City to purchase the vehicles. A purchase order will be issued for the procurement of the five (5) vehicles.	\$196,866

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2021

Ongoing Projects Update			
Project Title	Brief Description	Current Status	Funding
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40 foot fuel cell electric buses along with the upgrade of SunLine’s existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine and are in service. Commissioning of the hydrogen station and dispensers are in progress for the acceptance test.	\$15,571,561
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I.	Construction of the Operations Facility has been completed. The project team is working toward substantial completion and final punch list.	\$8,100,000
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	Project team is working on closing the project. As-build drawings and warranties are being reviewed by the project team to begin the closing phase of this project.	\$8,000,778
Purchase of Five (5) New Flyer Fuel Cell Buses	Project is to purchase five (5) 40 foot fuel cell fixed route buses that will replace the old CNG buses.	Buses are in production at the New Flyer facility. Buses are expected to be delivered in third quarter of 2021.	\$5,995,922
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	The architect and engineering firm is finalizing design plans and is submitting plans to the Riverside County for review and approval.	\$3,097,654

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
Purchase of Four (4) Fixed Route CNG Buses	Purchase of four (4) 40 foot low floor CNG expansion buses.	Buses have been delivered and are in service. Project team is working on closing this project.	\$2,800,000
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	Two (2) of the fifteen vehicles were delivered to SunLine. More vehicles are expected to be delivered in the second quarter of 2021.	\$2,375,076
Purchase of Two (2) CNG MCI Over the Road Replacement Buses	Project to procure two (2) 55 passenger over the road MCI CNG buses.	Buses have been delivered and accepted by SunLine. Make ready equipment and COVID barriers were installed. Project team is working on closing this project.	\$1,682,612
Solar Carports	Project to complete solar carports at the Administrative parking lot at Division I.	All work related to this project has been completed. Project team is working on closing this project.	\$656,815
Purchase of Fleet Management Information System	Project to purchase new maintenance software to support the growing need of the department, to maintain documentation of fleet maintenance records and parts inventory management.	Project team is in the process of hiring a consulting firm to assist with the development of an RFP (Request for Proposals), to support the integration and implementation of a successful Fleet Management Information system.	\$499,487

QUARTERLY CAPITAL PROJECT UPDATES 1ST QUARTER CALENDAR YEAR 2021

Project Title	Brief Description	Current Status	Funding
Purchase of Four (4) Microtransit Vehicles	Project is to purchase four (4) Dodge Caravan ADA accessible vehicles that will be utilized in providing SunLine’s microtransit services.	Vehicles have been delivered and are in SunLine’s SunRide service. Project team is working on closing this project.	\$238,666
Purchase of Driving Simulator	Project to purchase and install a bus simulator at the operations facility.	A contract has been awarded for the purchase and installation of the bus simulator. Delivery is expected to be no later than second quarter of 2021.	\$200,000

SunLine Transit Agency

CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for March 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date March 2021.

Recommendation:

Receive and file.

FY 20/21	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X				10	7	
Palm Desert	X		X	X		X	X	X	X				10	7	
Palm Springs	X		X	X		X	X	X	X				10	7	
Cathedral City	X		X	X		X	X	X	X				10	7	
Rancho Mirage	X		X	X		X	X	X	X				10	7	
Indian Wells	X		X	X		X	X	X	X				10	7	
La Quinta	X		X	X		X	X	X	X				10	7	
Indio	X		X	X		X	X	X	X				10	7	
Coachella	X		X			X	X	X	X				10	6	
County of Riverside	X		X	X			X	X	X				10	6	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for February 2021

Summary:

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

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
February 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 2/19/21 and Special Payroll Liabilities 2/12/21	90883	02/24/2021	7,204.92
SUNLINE TRANSIT AGENCY	Payroll Liabilities 02/05/2021	90877	02/10/2021	4,985.82
SUNLINE TRANSIT AGENCY	SRA Overhead Feb 2021	90881	02/17/2021	2,283.00
Total Checks Over \$1,000	\$14,473.74			
Total Checks Under \$1,000	\$2,904.73			
Total Checks	\$17,378.47			

SunLine Services Group**CONSENT CALENDAR**

DATE: April 22, 2021

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2021

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 and the FYTD budget values for the month of February 2021 are equal to 8/12^{ths} of the yearly budget.

Year to Date Summary

- As of February 28, 2021, the organization's revenues are \$35,788 or 21.09% under the FYTD budget. The unfavorable revenue is primarily due to lower vehicle permit revenue relating to fewer taxi vehicles in service.
- As of February 28, 2021, expenditures are \$37,450 or 22.07% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$1,661.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
February 2021

Description	FY21 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	1,400	200	117	83	750	933	(183)	46.4%
New Driver Permit Revenue	3,600	-	300	(300)	375	2,400	(2,025)	89.6%
Taxi Business Permit	120,000	10,000	10,000	(0)	80,000	80,000	(0)	33.3%
Driver Transfer Revenue	500	25	42	(17)	150	333	(183)	70.0%
Driver Renewal Revenue	2,500	275	208	67	1,725	1,667	58	31.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	33	(33)	100.0%
Vehicle Permit Revenue	124,500	5,350	10,375	(5,025)	50,145	83,000	(32,855)	59.7%
Other Revenue	500	417	42	375	767	333	433	-53.3%
Operator Application Fee	1,500	-	125	(125)	-	1,000	(1,000)	100.0%
Total Revenue	254,550	16,267	21,213	(4,946)	133,912	169,700	(35,788)	47.4%
Expenses:								
Salaries and Wages	96,614	5,846	8,051	2,205	56,482	64,409	7,928	41.5%
Fringe Benefits	79,692	7,297	6,641	(656)	52,227	53,128	901	34.5%
Services	53,730	4,553	4,478	(76)	11,456	35,820	24,364	78.7%
Supplies and Materials	4,575	238	381	143	1,098	3,050	1,952	76.0%
Utilities	5,220	432	435	3	3,456	3,480	24	33.8%
Casualty and Liability	7,894	657	658	1	5,256	5,263	7	33.4%
Taxes and Fees	100	-	8	8	-	67	67	100.0%
Miscellaneous	6,725	64	560	496	2,275	4,483	2,208	66.2%
Total Expenses	254,550	19,087	21,213	2,126	132,250	169,700	37,450	48.0%
Total Operating Surplus (Deficit)	\$ -	\$ (2,820)			\$ 1,661			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD FY21, there is a decrease of 59,985 taxi trips compared to FYTD FY20.

Taxi Trips

	FY20-February	FY21-February	Variance	%Δ
Trips	20,503	8,384	(12,119)	-59.1%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	123,563	63,578	(59,985)	-48.5%

Salaries and Wages - Favorable

- Salary and wage expense savings are attributed to an FTE vacancy and lower payroll allocations from SunLine Transit Agency.

Fringe Benefits - Favorable

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

Services - Favorable

- The favorable balance in services is primarily attributed to lower than anticipated legal and audit fees.

Supplies and Materials - Favorable

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

Utilities - Favorable

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

Casualty and Liability - Favorable

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

Taxes and Fees - Favorable

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

Miscellaneous - Favorable

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

SunLine Services Group
CONSENT CALENDAR

DATE: April 22, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – March 2021

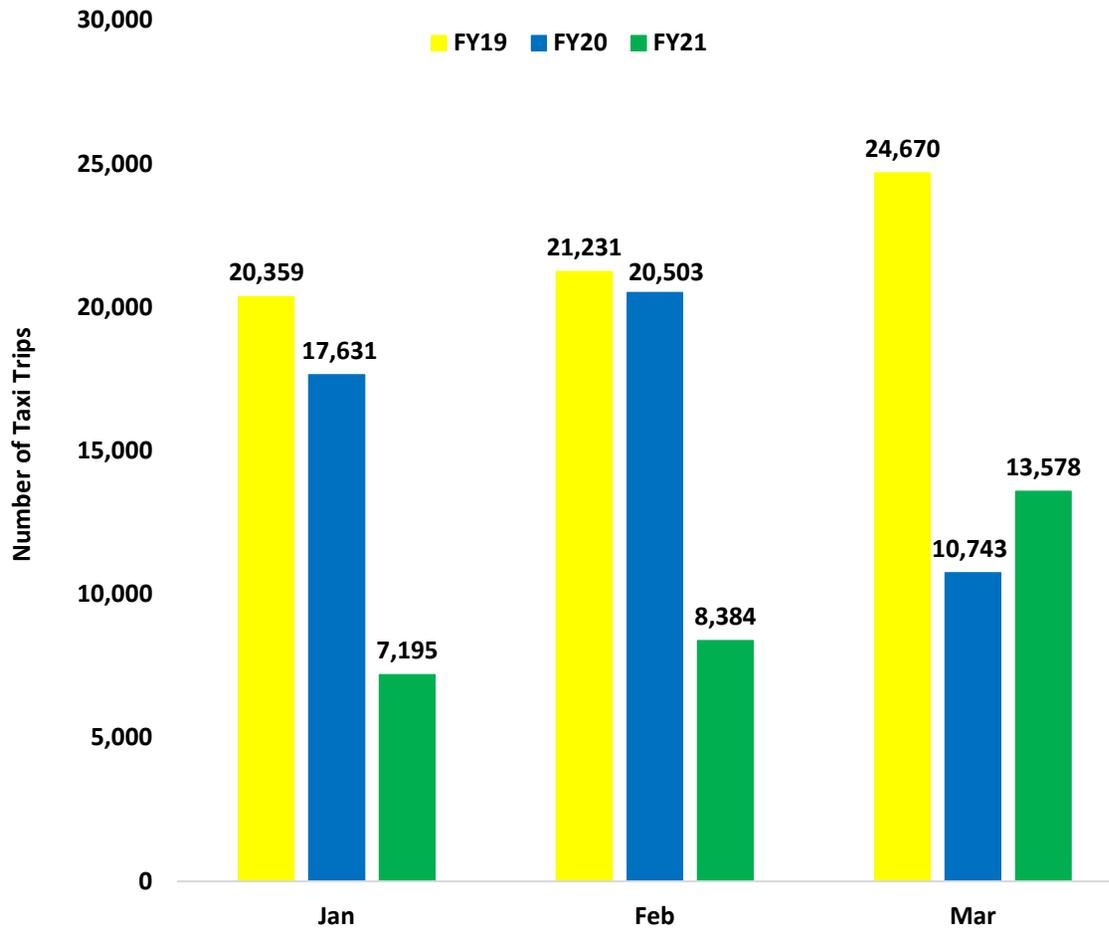
Summary:

The attached chart summarizes 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. There were 2,835 more taxi trips in March 2021 compared to March 2020. The increase in trips for March 2021 is mainly attributed to California reopening among lower COVID-19 case rates. There were 57,150 fewer taxi trips for FYTD21 compared to FYTD20.

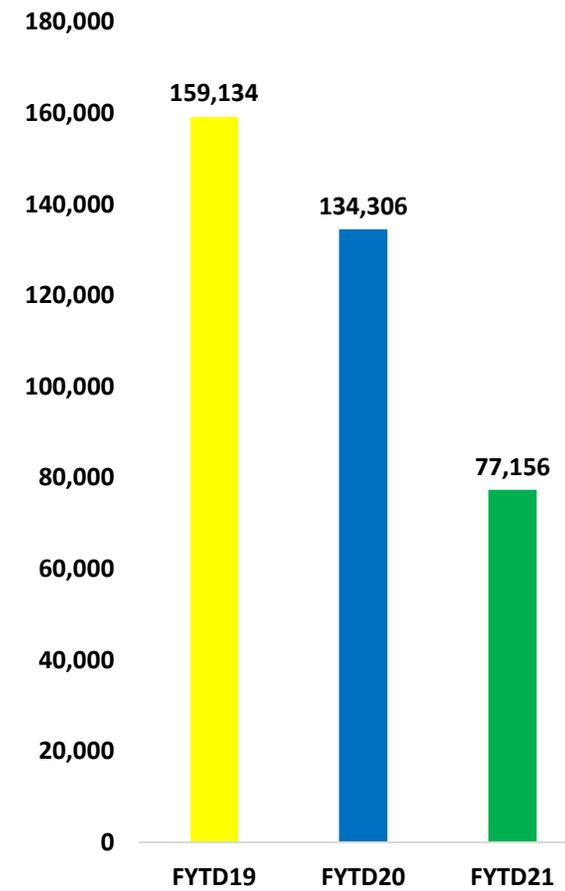
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of March 2021



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY 2019, 2020 and 2021.

**SunLine Transit Agency
SunLine Services Group**

DATE: April 22, 2021 **ACTION**

TO: Board of Directors

FROM: Eric Vail, General Counsel
Lauren Skiver, CEO/General Manager

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes to the current status.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached). At subsequent meetings over the last year, the SunLine Board of Directors voted to continue the emergency declaration.

Riverside County is listed in the orange tier for the State of California and all regions are still governed by the mask mandate. Although some of the emergency measures that were put in place as a result of the pandemic have since been sunsetted by Board action, staff believes that the declaration of emergency should remain as many of the procedures that have been put in place for employees and riders cannot be lifted yet. In addition, when changes are made to the tier system, it is not an easy feat for SunLine to notify riders and make adjustments to our service. SunLine recognizes that the State of California has made a statewide plan for reopening in mid-June, if vaccination and positivity rates remain consistent. Staff recommends evaluating changes to the declaration of emergency at the June meeting, wherein the Agency will have more information about what needs to occur.

Sunsetted policies:

- Accrual limit of 500 hours for employees
 - Sunsetted on October 10, 2020 – SunLine reinstated the 500 hour accrual limit for vacation time

- Free fares and rear door boarding
 - Sunsets on May 2, 2021 – SunLine will return to front door boarding and resume fare collection

Policies implemented that are still in place:

- Operating on a Sunday schedule
- Closing the agency's reception area to visitors
- Requiring riders and employees to wear a face covering when on the bus and inside SunLine facilities
- Creating rotating work schedules for categories of employees to alternate between in office assignment and telework remotely
- Making changes to a number of leave and vacation and benefit policies

In order to keep these measures in place, it is required to continue the Board of Directors' declaration of emergency.

Financial Impact

There is no financial impact to keep the resolution in place.

Attachment:

- [Item 10a](#) – Resolution No. 0775

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0775

A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19

WHEREAS, California Government Code (“CGC”) Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as “SunLine”) to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention (“CDC”) had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

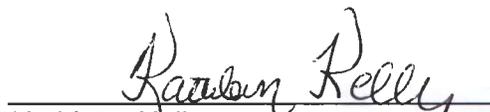
Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

ADOPTED THIS 25th DAY OF March, 2020

ATTEST:

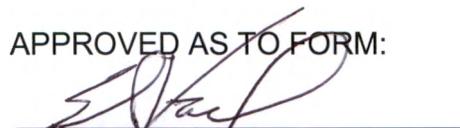


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:



General Counsel
Eric Vail

SunLine Transit Agency

DATE: April 22, 2021 **ACTION**

TO: Board of Directors

FROM: Tamara Miles, Chief of Human Relations

RE: Emergency Policy Change – Agency Related Travel

Recommendation

Recommend that the Board of Directors approve an additional emergency policy change, requiring vaccination for paid Agency related travel, in response to the ongoing COVID-19 pandemic.

Background

Over the last year, the Agency has adjusted to the pandemic by instituting emergency policy changes that are temporary in duration. As the landscape has shifted, there are expectations that in-person travel for training and conferences will resume. In addition, vaccines have been more widely distributed and are now available to individuals 16 or older who live, work, or study in Riverside County.

In preparation for travel that SunLine employees may take, staff is recommending that an emergency policy be adopted that requires any employee who wishes to travel for SunLine Transit Agency related business, as authorized and paid for by the Agency, must be vaccinated and have proof of vaccination. This vaccine requirement would only apply to employees who make a request to travel. The Agency will consider requests for reasonable accommodations as required under the law.

When this emergency policy change is no longer required, staff will bring the item back to the Board for consideration. This will follow the Agency's current practice as the Board of Directors has since sunsetted two emergency policy changes related to COVID-19: 1) reinstating the 500 hour accrual limit on vacation time (effective October 10, 2020) and 2) reinstating fare collection and front door boarding (effective May 2, 2021).

Financial Impact

Travel and training requests are included in the approved annual budget.

SunLine Transit Agency

DATE: April 22, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Resolution No. 0787 – Federal Emergency Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 0787 granting the CEO/General Manager authority to spend federal emergency funding made available from the American Rescue Plan Act of 2021 (ARPA) approved by congress for public transportation systems in an amount estimated at \$16.5 million.

Background

On April 22, 2020 and January 27, 2021, the Board of Directors adopted Resolution Nos. 0778 and 0785 authorizing the CEO/General Manager to expend emergency funds through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Federal Emergency Management Agency (FEMA), and the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) to respond to the COVID-19 pandemic. In accordance with these resolutions, staff has brought forward ratification items to the Board for approval against emergency funding claims.

Additional federal funding has been made available through ARPA to help transit agencies cope with the financial impacts of the COVID-19 pandemic. SunLine is eager to utilize these funds to continue to respond to the needs of the community while balancing the economic impact of this pandemic. The table below summarizes the total emergency federal funding made available to SunLine through the three major federal relief bills and FEMA over the past year.

Total Emergency Funding		
Resolution Number	Funding Source	Total Est. Funding (Millions)
0778	Coronavirus Aid, Relief, and Economic Security (CARES) Act and Federal Emergency Management Agency (FEMA)	\$17.0
0785	Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)	\$5.2
0787	American Rescue Plan Act of 2021 (ARPA)	\$16.5
Total		\$38.7

This item is made necessary to allow the CEO/General Manager to forego the traditional budgeting process and to obtain Board approval to use these funds to offset operational expenditures impacted by the current pandemic. As required by Resolution Nos. 0778 and 0785, all claims of ARPA funds shall also be brought to the SunLine Board for ratification at the next regular SunLine Board meeting following the request for funds.

Financial Impact

This item will allow the agency to utilize federal funding to respond to the urgent needs of the agency.

Attachment:

- [Item 12a](#) – Resolution No. 0787

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0787

A RESOLUTION OF THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AUTHORIZING THE CEO/GENERAL MANAGER TO EXPEND EMERGENCY FUNDS

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 pandemic. On March 13, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local health emergency. On March 13, 2020, the President of the United States declared a National Emergency due to the continued spread and the effects of COVID-19. On March 25, 2020, the Board of Directors of SunLine Services Group and SunLine Transit Agency, adopted a Joint Resolution Proclaiming a Local Emergency in response to the COVID-19 emergency. The declarations and proclamations of an emergency by the President of the United States, the Governor of California, and the County of Riverside and the SunLine Board remain in effect.

WHEREAS, on April 22, 2020, SunLine Board adopted Resolution No. 0778, a Resolution of the Board of Directors of SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the Coronavirus Aid, Relief, and Economic Security Act, and through the Federal Emergency Management Agency to respond to the COVID-19 pandemic.

WHEREAS, on January 27, 2021, SunLine Board adopted Resolution No. 0785, a Resolution of the Board of Directors of SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 ("CRRSAA") to respond to the COVID-19 pandemic.

WHEREAS, additional funds to help support public transportation agencies during the COVID-19 pandemic may be available to SunLine through the American Rescue Plan Act of 2021 ("ARPA").

WHEREAS, to ensure that SunLine Transit Agency ("SunLine") can continue to quickly and efficiently respond to the COVID-19 pandemic and continue to serve the public, it is important that the CEO/General Manager of SunLine ("CEO/General Manager") be authorized to expend ARPA funds without unnecessary oversight.

NOW THEREFORE, BE IT RESOLVED by SunLine Board of Directors ("SunLine Board") that:

Section 1: The recitals set forth herein are found to be true and correct.

Section 2: The CEO/General Manager is hereby authorized and directed to expend general funds that will be reimbursed through the ARPA funds for capital costs, payroll, operational needs, and all other expenditures authorized by ARPA. In the expenditure of general funds that will be reimbursed through ARPA funds, the CEO/General Manager shall do so in the exercise of her or his reasonable business judgment, in accordance with all federal, state, and local laws governing the expenditure of such funds, and without obtaining prior authorization from the Finance Committee or SunLine Board. Moreover, in the expenditure of general funds that will be reimbursed through ARPA funds, the CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed \$250,000, without obtaining prior authorization from the Finance Committee or SunLine Board.

Section 3: The CEO/General Manager shall notify the members of the Finance Committee at the earliest feasible time after the submission of a claim for reimbursement against ARPA funds made or authorized by the CEO/General Manager, describing the necessity and use of the funds. All expenditures of ARPA funds made under this Resolution shall be brought to SunLine Board for ratification at the next regular SunLine Board meeting following the submission of a claim against those funds.

Section 4: This Resolution shall take effect immediately upon adoption by the Board of Directors of SunLine Transit Agency.

ADOPTED this 22nd day of April, 2021.

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

Eric S. Vail
General Counsel
Burke, Williams & Sorensen, LLP

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: April 22, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rhonda Williams, Deputy Chief Financial Officer

RE: Resolution No. 0788 for Affordable Housing and Sustainable
Communities Grant Application for the City of Indio

Recommendation

Recommend that the Board of Directors approve Resolution No. 0788 authorizing the CEO/General Manager to execute the application package and required documentation for grant funding from the Affordable Housing and Sustainable Communities Program (AHSC).

Background

SunLine is submitting a joint grant application with the City of Indio and the Community Development Resource Group to increase transit infrastructure and amenities while supporting the developmental needs of the city. SunLine will construct on the updated facilities in Indio which will improve customer experience and expand transit amenities while providing needed infrastructure investments in the eastern Coachella Valley. In addition, the application will include funding to obtain buses and chargers needed to increase frequency on the Route 1.

Financial Impact

If awarded, SunLine will receive approximately \$6.4 million of AHSC grant funds as part of this joint application. These funds would be added to the capital budget.

Attachment:

- [Item 13a](#) – Resolution No. 0788

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0788

**A RESOLUTION OF THE BOARD OF
DIRECTORS OF SUNLINE TRANSIT
AGENCY, CALIFORNIA, AUTHORIZING
APPLICATION FOR THE AFFORDABLE
HOUSING AND SUSTAINABLE
COMMUNITIES PROGRAM**

WHEREAS, the State of California, the Strategic Growth Council (“SGC”) and the State of California Department of Housing and Community Development (“Department”) have issued a Notice of Funding Availability dated February 26, 2021 (“NOFA”), under the Affordable Housing and Sustainable Communities (“AHSC”) Program.

WHEREAS, SunLine Transit Agency (“Co-Applicant”) desires to apply for AHSC Program funds and submit applicable documents to Chelsea Investments (“Applicant”) pertaining to the Application Package released by the Department for the AHSC Program.

WHEREAS, the SGC is authorized to approve funding allocations for the AHSC Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement. The Department is authorized to administer the approved funding allocations of the AHSC Program.

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

1. Applicant is hereby authorized and directed to apply for and submit, on behalf of itself and Co-Applicant, to the Department the AHSC Program Application (“Application”) as detailed in the NOFA dated February 26, 2021, for Round in a total amount not to exceed \$30,000,000 of which no more than 60 percent of the Area Median Income (AMI) level is requested as a loan for an Affordable Housing Development (“AHD”) (“AHSC Loan”) and no more than \$10,000,000 is requested for a grant for Housing-Related Infrastructure (“HRI”), Sustainable Transportation Infrastructure (“STI”), Transit-Related Amenities (“TRA”) or Program (“PGM”) activities (“AHSC Grant”) as defined the AHSC Program Guidelines adopted by SGC on February 24, 2021.
2. If the Application is approved, the Applicant together with Co-Applicant is hereby authorized and directed to enter into, execute, and deliver to the Department a State of California Standard Agreement (“Standard

Agreement”) in a total amount not to exceed \$30,000,000 (no more than 60 percent of the Area Median Income (AMI) level for the AHSC Loan and no more than \$10,000,000 for the AHSC Grant), and any and all other documents required or deemed necessary or appropriate to secure the AHSC Program funds from the Department, and all amendments thereto (collectively, the “AHSC Documents”).

3. Applicant and Co-Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The Application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant and Co-Applicant hereby agree to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.
4. The CEO/General Manager is authorized to execute, in the name of Co-Applicant, the AHSC Program Application Package, the Standard Agreement, the AHSC Program Documents and any other documents, agreements or instruments as required by the Department for participation in the AHSC Program.

ADOPTED this 22nd day of April, 2021

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

Eric S. Vail
General Counsel
Burke, Williams & Sorensen, LLP

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: April 22, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Receipt of Grant Funding and Purchase of Revenue Vehicles

Recommendation

Recommend that the Board of Directors:

- a) Grant the CEO/General Manager authority to negotiate and execute an agreement with the South Coast Air Quality Management District (SCAQMD) to receive \$5,954,921 in funding for five (5) hydrogen fuel cell electric vehicles; and
- b) Grant the CEO/General Manager authority to negotiate and execute an agreement with New Flyer of America to purchase five (5) hydrogen fuel cell electric vehicles utilizing the \$5,954,921 of SCAQMD funds.

Background

At its September 4, 2020 meeting, the SCAQMD authorized a grant of funds to SunLine Transit Agency under the U.S. EPA FY20 Targeted Airshed Grant Program and the SCAQMD Clean Fuels Program Fund.

Under this program, SunLine will enter an agreement with SCAQMD to purchase and operate the zero emissions vehicles acquired with these funds. The in-kind contributions from SunLine will amount to \$806,204. This amount will be accumulated from operating, fueling, monitoring and reporting on the project vehicles.

The New Flyer of America vehicles, called out in the grant and in accordance with federal guidelines, will be purchased without competition by SunLine from the California Department of General Service's state contracts register. Any ancillary bus equipment, if needed, may be purchased under the CEO/General Manager's authority.

These five (5) 40' transit vehicles will contribute to SunLine's operating fleet and be a valuable 12-year asset for the provision of public transportation services. These vehicles will also help the agency achieve its goal of becoming fully compliant with the California Air Resources Board (CARB) Rules for Innovative Clean Transportation by 2035 which is five (5) years prior to the deadline mandated by CARB.

Financial Impact

The financial impact of this item will be the receipt of funding in the amount of \$5,954,921 from SCAQMD and an expenditure of this same amount on the vehicles.

SunLine Transit Agency

DATE: April 22, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Receipt of Grant Funding for Liquid Hydrogen Fueling Station

Recommendation

Recommend that the Board of Directors:

- a) Grant the CEO/General Manager authority to negotiate and execute an agreement with the California Energy Commission (CEC) to receive funding in the amount of \$4,986,250 for a liquid hydrogen fueling station; and
- b) Ratify the CEO/General Manager's filing of a California Environmental Quality Act (CEQA) Notice of Categorical Exemption for the Hydrogen Fueling Station Project in accordance with the California Governors Executive Order N-80-20; and
- c) Grant the CEO/General Manager the authority to negotiate and execute an agreement with Zen Clean Energy Solutions (Zen) in an amount not to exceed \$357,500 subject to review and approval by General Counsel.

Background

On February 22, 2021, the California Energy Commission announced the award of a Zero-Emission Transit Fleet Infrastructure Deployment grant to SunLine Transit Agency in the amount of \$4,986,250.

Under this program, SunLine will construct a liquid hydrogen (LH2) fueling station to meet the demands of the agency and provide resiliency in the hydrogen fueling program. The project will contain a 15,000-18,000 gallon liquid storage system for fueling at the Thousand Palms fueling station.

The LH2 station will be capable of operating as a stand-alone station as well as tied into SunLine's existing electrolyzer refueling station to provide resiliency. In combination with the existing 900 kg/day electrolyzer based fueling infrastructure, the LH2 station will be capable of fueling 57 fixed route fuel cell electric buses (FCEBs) and 39 paratransit FCEBs when SunLine's transit fleet is fully transitioned to zero emission buses (ZEBs) in 2033.

The original CEQA Notice was filed under the CEO/General Manager's authority to facilitate award of this project. The project qualifies as categorically exempt from CEQA under 14 California Code of Regulations (CCR) § 15301 (Existing Facilities) and 14 CCR § 15303 (New Construction of Small Structures) as provided by SunLine General Counsel.

Zen was instrumental in drafting the grant and is identified as a project partner in the grant. Therefore, staff recommends contracting with Zen to implement the grant requirements.

Financial Impact

The financial impact of this item will be the receipt of funding in FY22 in the amount of \$4,986,250 from the California Energy Commission and an expenditure of \$357,500 on the contract with Zen Clean Energy Solutions.

SunLine Transit Agency

DATE:	April 22, 2021	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Peter Gregor, Chief Safety Officer	
RE:	Purchase of Operations Building Central Components	

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Golden Star Technology for the procurement of Hewlett Packard servers and associated equipment in the amount of \$153,093.51.

Background

To further enhance Sunline's ability to provide services in the event of an exigency. In consultation with our technical advisor and Hewlett Packard Enterprise Systems, a redundant server system was designed. This system will provide network services to the Operations Building and allow the Operations Building to function independently in the event of a loss of services.

On March 2, 2021, staff issued Invitation for Bids (IFB) 21-056. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website. On March 12, 2021, the Agency received bids from CPAC Inc., Golden Star Technology, and Kambrian Corporation.

Staff reviewed the bids received to ensure compliance with the requirements of the IFB. Although Kambrian Corporation submitted the lowest bid, they submitted an unresponsive bid because they did not provide a bid for all of the parts requested. Based on a thorough review, staff recommends awarding a contract to Golden Star Technology, the lowest responsive and responsible bidder.

Financial Impact

The total financial impact of this item will be \$153,093.51. These funds are included in the Information Technology (IT) Projects budget.

Attachments:

- [Item 16a](#) – Solicitation List
- [Item 16b](#) – Price Analysis

Solicitation List**CDW-G**

230 North Milwaukee Ave.
Vernon Hills, IL 60061
jordham@cdwg.com

CPAC

4749 E. Wesley Drive
Anahiem, CA 92807
scostido@cpacinc.com

Corbel Solutions

1038 Industy Dr.
Tukwila WA 98188
206-575-2661
Sales@CorbelSolutions.com

Glass Box Technology

2855 Camino Serbal
Carlsbad, CA 92009
310-583-4445
aaron@gboxtech.com

Golden Star Technology, Inc.

11801 Pierce Street Unit 275
Riverside, CA 92505
cdodson@gstes.com

HB Computers, Inc

17131 Beach Blvd, Suite B
Huntington Beach, CA 92647
amir@hbcomputerz.com

OM Office Supply Inc.

5007 Carlisle Pike, Suite 101
Mechanicsburg, PA 17050
717-763-4216
mani@omos.com

OnPoint Hardware

3463 State Street, Suite 471
Santa Barbara, CA 93105
805-947-0632
Alec@onpointhardware.com

OSI Hardware

606 Olive Street
Santa Barbra, Ca 93101
Joey@osihardware.com

SHI

290 Davidson Ave.
Somerset, NJ 08873
Colten_Shea@SHI.com

SoftChoice

314 W. Superior Street, Ste 301
Chicago, IL 60654
800-268-7638
Bis.fremichael@softchoice.com

Southwest Networks

73-700 Dinah Shore Dr., Suite 404
Palm Desert, CA 92211
760-770-5200
mdisher@southwest-networks.com

Trinity3 Technology

2550 University Ave. W., Suite 315-S
Saint Paul, MN 55114
855-862-5120
mmeek@trinity3.com

DBE

Apex Computer Systems, Inc.
13875 Cerritos Corporate Drive Unit A
Cerritos, Ca 90703
562-926-0825
cfoong@acsi2000.com

Aurora Systems Consulting, Inc.

2510 W. 237th Street, Suite 202
Torrance, CA 90505
310-530-8260
AAnsari@Aurorait.com

Kambrian Corporation

2707 E. Valley BLVD. #312
West Covina, CA 91792
626-964-4445
sales@kambrian.com



INVITATION FOR BIDS
HPE Servers
21-056

PRICE ANALYSIS

QTY	Part #	Description	CPAC		GST		Kambrian	
			Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
1	Q8H41A	HPE Nimble Storage AF40 All Flash Dual Controller 10GBASE-T 2-port Configure-to-order Base Array	\$ 21,700.22	\$ 21,700.22	\$ 20,821.16	\$ 20,821.16	\$ 21,755.22	\$ 21,755.22
2	Q8B88B	HPE Nimble Storage 2x10GbE 2-port FIO Adapter Kit	\$ 2,235.01	\$ 4,470.02	\$ 2,144.48	\$ 4,288.96	\$ 2,154.49	\$ 4,308.98
1	Q8G27B	HPE Nimble Storage NOS Default FIO Software	\$ 0.02	\$ 0.02	\$ 0.01	\$ 0.01	\$ 0.01	\$ 0.01
1	Q8G44B	HPE Nimble Storage AF40 All Flash Array R2 23TB (24x960GB) FIO Flash Bundle	\$ 29,398.98	\$ 29,398.98	\$ 28,208.05	\$ 28,208.05	\$ 29,473.48	\$ 29,473.48
2	Q8J27A	HPE Nimble Storage C13 to C14 250V 10Amp 1.8m Universal FIO Power Cord	\$ 0.35	\$ 0.70	\$ 0.34	\$ 0.68	\$ 0.35	\$ 0.70
1	R3P91A	HPE Nimble Storage AF/HF Array Standard Tracking	\$ 0.35	\$ 0.35	\$ 0.34	\$ 0.34	\$ 0.35	\$ 0.35
1	HT6Z0A5	HPE NS 3Y 4H Parts Exchange Support		\$ -	\$ -	\$ -	\$ -	\$ -
2	HT6Z0A5# ZET	HPE NS 2x10GbE 2p Adptr Supp	\$ 1,095.01	\$ 2,190.02	\$ 1,050.65	\$ 2,101.30	\$ 1,097.78	\$ 2,195.56
1	HT6Z0A5# ZFF	HPE NS AF40 All Flash Base Array Supp	\$ 8,595.11	\$ 8,595.11	\$ 8,246.93	\$ 8,246.93	\$ 8,616.89	\$ 8,616.89
1	HT6Z0A5# ZGM	HPE NS AF40/60/80 23TB Flash Upgr Supp	\$ 6,647.76	\$ 6,647.76	\$ 6,378.46	\$ 6,378.46	\$ 6,664.60	\$ 6,664.60
1	HA114A1	HPE Installation and Startup Service		\$ -	\$ -	\$ -	\$ -	\$ -
1	HA114A1# 5MR	HPE Nimble Array Startup SVC	\$ 3,040.41	\$ 3,040.41	\$ 3,003.04	\$ 3,003.04	\$ 3,137.76	\$ 3,137.76
2	R0P78A	HPE SN2010M 25GbE 18SFP28 4QSFP28 Connector to Power Airflow Half Width TAA Switch	\$ 4,605.44	\$ 9,210.88	\$ 4,371.32	\$ 8,742.64	\$ 4,752.90	\$ 9,505.80
2	Q9Y41AAE	HPE Network Orchestrator E-LTU	\$ 382.79	\$ 765.58	\$ 363.34	\$ 726.68	\$ 395.05	\$ 790.10
1	HA114A1	HPE Installation and Startup Service		\$ -	\$ -	\$ -	\$ -	\$ -
2	HA114A1# 5SE	HPE M-series Ethernet Switch Startup SVC	\$ 2,667.21	\$ 5,334.42	\$ 2,138.95	\$ 4,277.90	\$ 2,332.08	\$ 4,664.16
1	H1K92A5	HPE 5Y Proactive Care 24x7 SVC		\$ -	\$ -	\$ -	\$ -	\$ -
2	H1K92A5# W0P	HPE SN2010M 25GbE Switch Support	\$ 2,568.91	\$ 5,137.82	\$ 2,368.66	\$ 4,737.32	\$ 2,575.42	\$ 5,150.84
2	H1K92A5# ZGT	HPE Network Orchstrtror SW-6 Support	\$ 300.72	\$ 601.44	\$ 285.43	\$ 570.86	\$ 310.35	\$ 620.70
2	R1N34A	HPE 100Gb QSFP28 to QSFP28 0.5m Direct Attach Copper Cable	\$ 733.56	\$ 1,467.12	\$ 607.71	\$ 1,215.42	\$ 636.42	\$ 1,272.84
3	P19766-B21	HPE ProLiant DL360 Gen10 8SFF NC Configure-to-order Server	\$ 573.49	\$ 1,720.47	\$ 544.34	\$ 1,633.02	\$ 576.05	\$ 1,728.15
3	P19766-B21 ABA	HPE DL360 Gen10 8SFF ModX CTO		\$ -	\$ -	\$ -	\$ -	\$ -
3	P02592-L21	Intel Xeon-Gold 5218 (2.3GHz/16-core/125W) FIO Processor Kit for HPE ProLiant DL360 Gen10	\$ 1,109.43	\$ 3,328.29	\$ 1,053.03	\$ 3,159.09	\$ 1,114.35	\$ 3,343.05

QTY	Part #	Description	CPAC		GST		Kambrian	
			Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
3	P02592-B21	Intel Xeon-Gold 5218 (2.3GHz/16-core/125W) Processor Kit for HPE ProLiant DL360 Gen10	\$ 1,025.02	\$ 3,075.06	\$ 972.92	\$ 2,918.76	\$ 1,029.57	\$ 3,088.71
3	P02592-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
24	P00924-B21	HPE 32GB (1x32GB) Dual Rank x4 DDR4-2933 CAS-21-21-21 Registered Smart Memory Kit	\$ 268.09	\$ 6,434.16	\$ 254.46	\$ 6,107.04	\$ 269.28	\$ 6,462.72
24	P00924-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
6	P18420-B21	HPE 240GB SATA 6G Read Intensive SFF (2.5in) SC 3yr Wty Multi Vendor SSD	\$ 88.69	\$ 532.14	\$ 84.18	\$ 505.08	\$ 89.09	\$ 534.54
6	P18420-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
3	P08421-B21	HPE Ethernet 10Gb 2-port SFP+ BCM57414 Adapter	\$ 162.87	\$ 488.61	\$ 154.59	\$ 463.77	\$ 163.58	\$ 490.74
	P08421-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
3	P01366-B21	HPE 96W Smart Storage Lithium-ion Battery with 145mm Cable Kit	\$ 41.49	\$ 124.47	\$ 39.39	\$ 118.17	\$ 41.68	\$ 125.04
3	P01366-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
3	804331-B21	HPE Smart Array P408i-a SR Gen10 (8 Internal Lanes/2GB Cache) 12G SAS Modular Controller	\$ 161.21	\$ 483.63	\$ 153.02	\$ 459.06	\$ 155.70	\$ 467.10
3	804331-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
3	764302-B21	HPE FlexFabric 10Gb 4-port FLR-T 57840S Adapter	\$ 293.90	\$ 881.70	\$ 278.95	\$ 836.85	\$ 295.20	\$ 885.60
3	764302-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
6	865414-B21	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	\$ 121.40	\$ 728.40	\$ 115.23	\$ 691.38	\$ 121.93	\$ 731.58
6	865414-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
3	874543-B21	HPE 1U Gen10 SFF Easy Install Rail Kit	\$ 29.93	\$ 89.79	\$ 28.40	\$ 85.20	\$ 30.07	\$ 90.21
3	874543-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	\$ -	\$ -
1	P07244-B21	HPE Apollo 4200 Gen10 24LFF Configure-to-order Server	\$ 2,224.54	\$ 2,224.54	\$ 2,111.45	\$ 2,111.45	No quote	
1	P07244-B21 ABA	U.S. - English localization		\$ -	\$ -	\$ -	No quote	
1	P07906-L21	Intel Xeon-Silver 4215 (2.5GHz/8-core/85W) FIO Processor Kit for HPE Apollo 4200 Gen10	\$ 760.03	\$ 760.03	\$ 721.39	\$ 721.39	No quote	
1	P07906-B21	Intel Xeon-Silver 4215 (2.5GHz/8-core/85W) Processor Kit for HPE Apollo 4200 Gen10	\$ 793.54	\$ 793.54	\$ 753.20	\$ 753.20	No quote	
1	P07906-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	

QTY	Part #	Description	CPAC		GST		Kambrian	
			Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
8	P00920-K21	HPE 16GB (1x16GB) Single Rank x4 DDR4-2933 CAS-21-21-21 Registered Smart Memory Kit	\$ 107.26	\$ 858.08	\$ 101.81	\$ 814.48	No quote	
8	P00920-K21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	P14010-B21	HPE Apollo 4200 Gen10 6SFF SAS/SATA Rear Drive Cage Kit	\$ 169.57	\$ 169.57	\$ 160.96	\$ 160.96	No quote	
1	P14010-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
2	P06194-K21	HPE 480GB SATA 6G Read Intensive SFF SC SE4011 SSD	\$ 136.71	\$ 273.42	\$ 129.77	\$ 259.54	No quote	
2	P06194-K21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
2	P19917-K21	HPE 3.2TB SAS 12G Mixed Use SFF SC PM1645a SSD	\$ 989.04	\$ 1,978.08	\$ 938.76	\$ 1,877.52	No quote	
2	P19917-K21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
24	881781-K21	HPE 12TB SAS 12G Midline 7.2K LFF (3.5in) LP 1yr Wty Helium 512e Digitally Signed Firmware HDD	\$ 372.18	\$ 8,932.32	\$ 353.26	\$ 8,478.24	No quote	
24	881781-K21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	P01367-B21	HPE 96W Smart Storage Lithium-ion Battery with 260mm Cable Kit	\$ 32.52	\$ 32.52	\$ 30.86	\$ 30.86	No quote	
1	P01367-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	830824-B21	HPE Smart Array P408i-p SR Gen10 (8 Internal Lanes/2GB Cache) 12G SAS PCIe Plug-in Controller	\$ 231.72	\$ 231.72	\$ 219.94	\$ 219.94	No quote	
1	830824-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	869083-B21	HPE Smart Array P816i-a SR G10 LH Ctrr	\$ 274.54	\$ 274.54	\$ 260.59	\$ 260.59	No quote	
1	869083-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	813661-B21	HPE Ethernet 10Gb 2-port BASE-T BCM57416 Adapter	\$ 191.92	\$ 191.92	\$ 182.15	\$ 182.15	No quote	
1	813661-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	P11338-B21	HPE Eth 10Gb 2p 548SFP+ Adptr	\$ 169.59	\$ 169.59	\$ 155.70	\$ 155.70	No quote	
1	P11338-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
2	865414-B21	HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	\$ 121.40	\$ 242.80	\$ 115.23	\$ 230.46	No quote	
2	865414-B21 OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	BD505A	HPE iLO Advanced 1-server License with 3yr Support on iLO Licensed Features	\$ 222.81	\$ 222.81	\$ 211.48	\$ 211.48	No quote	
1	BD505A OD1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	822731-B21	HPE 2U Shelf-Mount Adjustable Rail Kit	\$ 43.24	\$ 43.24	\$ 41.05	\$ 41.05	No quote	

QTY	Part #	Description	CPAC		GST		Kambrian	
			Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
1	822731-B21 0D1	Factory Integrated		\$ -	\$ -	\$ -	No quote	
1	P09656-B21	HPE Smart Array E/P SR FIO Controller Mode for Rear Storage	\$ 0.59	\$ 0.59	\$ 0.56	\$ 0.56	No quote	
16	537963-B21	HPE BladeSystem c-Class 10GbE SFP+ to SFP+ 5m Direct Attach Copper Cable	\$ 55.53	\$ 888.48	\$ 52.71	\$ 843.36	\$ 55.78	\$ 892.48
3	E6U64ABE	HPE iLO Advanced Electronic License with 3yr Support on iLO Licensed Features	\$ 228.81	\$ 686.43	\$ 211.48	\$ 634.44	\$ 223.80	\$ 671.40
1	H1K92A5	HPE 5Y Proactive Care 24x7 SVC		\$ -	\$ -	\$ -	\$ -	\$ -
4	H1K92A5 R2M	HPE iLO Advanced Non Blade Support	\$ 56.36	\$ 225.44	\$ 53.49	\$ 213.96	\$ 56.61	\$ 226.44
1	H1K92A5 XMZ	HPE Apollo 4200 Gen10 Support	\$ 4,345.10	\$ 4,345.10	\$ 4,006.39	\$ 4,006.39	No quote	
3	H1K92A5 WAG	HPE DL360 Gen10 Support	\$ 3,157.55	\$ 9,472.65	\$ 2,997.04	\$ 8,991.12	\$ 3,171.55	\$ 9,514.65
1	HA114A1	HPE Installation and Startup Service		\$ -	\$ -	\$ -	\$ -	\$ -
3	HA114A1 5A0	HPE Startup Entry 300 Series OS SVC	\$ 883.34	\$ 2,650.02	\$ 838.44	\$ 2,515.32	\$ 887.27	\$ 2,661.81
1	HA114A1 58Y	HPE Startup Apollo 2000/4200 SVC	\$ 1,121.15	\$ 1,121.15	\$ 1,064.16	\$ 1,064.16	No quote	
Subtotal			\$	153,236.15	\$	145,075.49	\$	130,072.21
Shipping			\$	-	\$	-		
Tax			\$	7,979.83	\$	8,018.02	\$	7,429.35
Total			\$	161,215.98	\$	153,093.51	\$	137,686.92

	Difference	Delta
Difference between GST and CPAC	\$ (8,122.47)	5.31%

There was adequate price competition since three (3) bidders independently contended for the contract that is to be awarded. Award is based on Firm Fixed Price. Kambrian Corporation is considered unresponsive as they submitted an incomplete bid by not quoting for all of the items requested.

Based on the findings, the prices submitted by the lowest responsive and responsible bidder, Golden Star Technology (GST), is 5.31% lower than CPAC.

Based on the results, it is determined that the price submitted by GST is considered fair and reasonable.



Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: April 22, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Purchase of Two (2) Chevy Tahoe Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Jessup Auto Plaza of Cathedral City to purchase two (2) Chevy Tahoe vehicles, in an amount not to exceed \$107,537.36 including taxes and registration, upon approval as to form by General Counsel.

Background

These vehicles will be used to support various administrative needs and support service delivery as needed. On March 31, 2021, staff issued Invitation for Bids (IFB) number 21-063. The solicitation was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website. On April 9, 2021, the Agency received one bid from Jessup Auto Plaza.

Staff reviewed the bid received to ensure compliance with the requirements of the IFB. The bid was determined to be 0.67% below the pricing in the state contract and would also allow for expedited delivery. Based on the review, staff recommends awarding a contract to Jessup Auto Plaza, the lowest responsive and responsible bidder.

Financial Impact

The financial impact of \$107,537.36 will utilize a combination of state and federal support vehicle funding approved in the Short Range Transit Plans for FY17 and FY18.

Attachments:

- [Item 17a](#) – Solicitation List
- [Item 17b](#) – Price Analysis

Solicitation List

Anderson Chevrolet

31201 Auto Center Drive
Lake Elsinore, CA 92530
855-661-3342
jdiaz@andersonauto.com

Courtesy Chevrolet Center

750 Camino Del Rio
San Diego, CA 92108
Javier.botero@courtesysd.com

Diamond Hills Chevrolet

4545 W Ramsey St
Banning, CA 92220
866-410-7823
rgill@daliaaauto.com

Gosch Chevrolet

400 Carriage Circle
Hemet, CA 92545
855-890-6673
pgilchrist@goschmail.com

Jessup Auto Plaza

68-111 E Palm Canyon Drive
Cathedral City, CA 92234
760-906-8989
larrymartin@jessupautoplaza.com

La Quinta Chevrolet

79225 Highway 111
La Quinta, CA 92253
760-848-7065
pisbell@lqchevycady.com

Merchant's Fleet

7071 Warner Ave
Huntington Beach, 92647
courtneywolschleger@MerchantsFleet.com

Paradise Chevrolet Cadillac

27360 Ynez Road
Temecula, CA 92591
888-387-7019
aj@mychevyguy.com

Penske Chevrolet

18605 South Studebaker Road
Cerritos, CA 90703
877-772-3022
Kyle.slavin@gmail.com

Rotolo Chevrolet

16666 South Highland Ave
Fontana, CA 92336
866-506-9728
jamie@rotolo.com



INVITATION FOR BIDS
Large SUV
21-063

PRICE ANALYSIS

	Jessup Auto Plaza	State Contract Winner Chevrolet
2 Chevrolet Tahoes	\$ 107,537.36	\$ 108,259.84

		Delta
Difference between Jessup Auto Plaza and Winner Chevrolet	\$ (722.48)	0.67%

Jessup Auto Plaza was the only company to submitted a bid that complied with the requirements of the Invitation for Bids. Jessup Auto Plaza's bid was compared to the State Contract with Winner Chevrolet.

Based on the findings, the prices submitted by Jessup Auto Plaza is .67% lower than the State Contract. Jessup Auto Plaza would also be able to deliver the vehicles within 90-120 days, whereas the State Contract would not be able to deliver the vehicles until January 2022.

Based on the results, it is determined that the bid submitted by Jessup Auto Plaza is considered fair and reasonable.

DocuSigned by:

Jennifer Tran

Jennifer Tran, Contracts Administrator

SunLine Services Group

DATE: April 22, 2021 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Michal Brock, Taxi Administrator
Eric Vail, General Counsel

RE: First Reading of SunLine Services Group (SSG) Ordinance No. 2021-01

Recommendation

Recommend the Board of Directors approve the introduction and first reading by title only and waive further reading of SSG Ordinance No. 2021-01 to supersede SSG Ordinance No. 2019-01.

Background

As a result of the passage of Assembly Bill 1069 and Assembly Bill 939, SSG first adopted an ordinance establishing new procedures for taxicab regulation in 2018. SunLine Regulatory Administration (SRA) staff periodically reviews the taxicab service ordinance to determine if any updates are necessary to maintain efficient taxicab service regulation and enforcement.

Staff worked with legal counsel to make changes, as reflected in the proposed Ordinance No. 2021-01.

The proposed Ordinance No. 2021-01 incorporates the changes to supersede Ordinance No. 2019-01 as follows:

- Section 1.030(H) – delete reference to the establishment of a procedure for the payment of the Annual Taxicab Business Permit Fee in installments. Authorization for such procedure is stated in Section 1.030(I).
- Section 1.040(A)(1)(a) – clarifying language added to ensure SSG, its member entities, their officers, officials, employees and volunteers are to be covered as additional insured.
- Section 1.040(A)(1)(d) – clarifying language added to ensure the Taxicab Business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers.

- Section 1.045 – addition of language to clarify what documentation is required for the driver permitting process.
- Section 1.050 – addition of language to clarify what documentation is required for the driver permit renewal and transfer process.
- Section 1.200(A) and (C) – amend language to allow for fines to be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00) with the amount for specific violations to be established in the schedule of fines adopted through resolution of the Board.
- Section 1.200(E) – addition of language to specify failure to pay fine shall result in the suspension of the Driver permit of the Driver or the Business, as may be applicable.
- Section 1.205(A) – addition of language to specify late payment charges are imposed on any fine or other payment required through the Ordinance of SSG.
- Section 1.210 – title changed to “Cost Recovery” to clarify SSG may also collect any past due business permit fees, vehicle permit fees or any other fees by use of all available legal means.
- Section 2.020 – language regarding smoking prohibition has been moved to subsection (G).

A red line copy of the ordinance showing the aforementioned changes has been included for the Board’s review.

Financial Impact

The proposed Ordinance No. 2021-01 will have no financial impact to the FY21 SSG budget.

Attachments:

- [Item 18a](#) – Taxi Ordinance 2021-01 (Redline)
- [Item 18b](#) – Taxi Ordinance 2021-01 (Final)

ORDINANCE NO. ~~2019~~2021-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE ~~2018~~NO. 2019-01

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

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

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

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 ~~2018~~2019-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

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

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect 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 _____ day of ~~June, 2019~~ March, 2021.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on _____ day of ~~July, 2019~~ April, 2021.

~~Kathleen Kelly~~ Robert Radi
Chairperson of the Board

ATTEST:

Brittney Sowell
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

EXHIBIT A

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 ~~Recovery of Administrative Citation Costs~~ 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. "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 Tax Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

- B. The Tax 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;
 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. ~~The Board may establish a procedure for payment of the Annual Taxicab Business Permit Fee in installments.~~
- 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 as respects of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
 - e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
 - f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
- b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and

approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
- d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
- e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);
 - iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).

- f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
 3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.
 4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
 1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
 3. Applicant's height, weight, gender and color of eyes and hair;

4. The number and expiration date of the applicant's California driver's license;
- ~~5. Proof of insurance as insureds under an employer's policies as required by Section 1.040;~~
- ~~6.5.~~ All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
- ~~7.6.~~ 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
- ~~8. 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.~~

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.

C.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;

~~3.7.~~ Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and

~~4.8.~~ 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.

~~D. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsections B and C above in lieu of the Driver application provided by SSG.~~

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.

~~4.2.~~ The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;

~~2.3.~~ The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;

~~3.4.~~ 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;

~~4.5.~~ 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,

~~5.6.~~ 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;

~~2.8.~~ A Driver permit transfer fee; and

~~3.9.~~ SSG Driver permit to be transferred;

C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.

D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.

- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.
- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG

shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

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

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.
- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.

- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.
- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

- A. Each Permittee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to all requirements as set

forth in California Government Code Section 53075.5 and Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations.

- B. Each Business shall maintain a written drug and alcohol policy as required by Government Code Section 53075.5 and proof that the Business has implemented a drug and alcohol certification program covering all of its drivers.
- C. No Business shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- D. In the case of self-employed independent Driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG. In all other cases, the test results shall be reported to the Business who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5.
- E. Results of all tests provided for in this Section are confidential and shall not be released to the public without the written consent of the Driver, except as provided by law.

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:
 - 1. Has not complied with the applicable provisions of Article I; or
 - 2. Has not complied with the applicable provisions of the regulations; or
 - 3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
 - 4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
 - 5. Has knowingly made a false statement of fact in an application for such permit; or
 - 6. Has any outstanding balance owed to SSG; or
 - 7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including, but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or
 - c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for any Driver who has been convicted of three (3) or more moving violations within three (3) years.
3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs,

the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleas 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 ~~minimum~~ 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 of Administrative Citation Costs**

- A. SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means.
- B. SSG ~~also~~ 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'~~ 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.
- 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. ~~Smoking and the use of profanity is prohibited.~~ 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.
- G-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).
- ~~H.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.
- ~~I.J.~~ All Drivers shall assist a passenger by placing luggage, packages and wheelchairs in and out of the taxicab when requested.
- ~~J.K.~~ No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.
- ~~K.L.~~ All Drivers shall be adequately rested, and shall not operate a Taxicab for more than ten (10) consecutive hours, nor for more than ten (10) hours spread over a total of fifteen (15) consecutive hours. Thereafter, no Driver shall drive a Taxicab until eight consecutive hours have elapsed.
- ~~L.M.~~ All Drivers shall not engage in conduct or verbally threaten to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, taxicab drivers or other persons, is implicated.
- ~~M.N.~~ All Drivers shall not engage in argumentative or discourteous conduct toward the public, a passenger, other taxicab drivers or other persons while on call to provide taxicab service or in the course of providing such service.
- ~~N.O.~~ All Drivers shall not have been convicted of any of the crimes within the timeframes as set forth in Section 1.080 of this Chapter, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
- ~~O.P.~~ In the event that a Driver is involved in a collision with another vehicle, a fixed object or a pedestrian, that results in injury and/or renders any vehicle inoperable, the Driver and/or the Permittee shall complete and submit to SSG a written SSG approved Collision/Injury Report within twenty four (24) hours of the incident.

Section 2.025 Special Events

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

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

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

Section 2.030 Taxi Administrator

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

Section 2.035 Fines and Penalties

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

RIV #4847-8426-5694 v2

**ORDINANCE NO. 2021-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 2019-01**

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

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

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

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 2019-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

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

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect 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 _____ day of March, 2021.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on _____ day of April, 2021.

Robert Radi
Chairperson of the Board

ATTEST:

Brittney Sowell
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

EXHIBIT A

CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

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- 1.020 Taxi Administrator
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CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

Section 1.010 Purpose

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

Section 1.015 Definitions and Statutory References

As used in this Chapter:

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

within the jurisdictional boundaries of SSG that is issued a permit by the Taxi Administrator pursuant to this ordinance.

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

showing the Driver's current public record by the Department of Motor Vehicles and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record while the employer's notification request remains valid and uncanceled.

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

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

Section 1.020 Taxi Administrator

- A. The Taxi Administrator shall be authorized to carry out the permitting and regulation of Businesses and Drivers under this Chapter, and to enforce the provisions of this Chapter in compliance with California Government

Code sections 53075.5 and 53075.51. The Taxi Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

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

Section 1.025 Delivery of Notices or Requests

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

Section 1.030 Business Permit Required

- A. It is unlawful for any business to operate a Taxicab or Taxicabs without first having been issued a Business Permit from SSG if the Business is substantially located within the Jurisdictional Boundaries of SSG.
- B. A Business Permit may be obtained from SSG as provided below. The Permit shall state the name of the Taxicab Business, location of principal operation, and the date of issuance. If the Taxicab Business and the Driver are the same person, he or she shall apply for and obtain from SSG both a Business Permit and a Driver permit.
- C. An applicant for a Business Permit shall complete an application form which shall contain the following information:
 - 1. Name of Business as recorded in formation documents filed with the California Secretary of State or fictitious business name as registered with Riverside County;

2. Name, job title, and function of all owners, investors, shareholders, partners, officers, directors and representatives acting on the Business' behalf and provide such information as is required to evaluate the legitimacy of the company's business structure, qualifications, corporate stability, financial stability and capability;
3. Fingerprint based criminal history check of all owners, investors, shareholders or partners that hold an interest in the Taxicab Business;
4. Address of principal place of business from which the Business conducts its activities;
5. Address of all locations from which the Business conducts its activities;
6. Electronic mail address for the purpose of providing notice or requests.
7. Before any Business Permit is issued, the applicant shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the applicant, its agents, representatives, employees, or subcontractors and the owner of the vehicle;
8. A list of the Vehicle Identification Numbers ("VIN") of the Taxicabs ("vehicle identification list") which have annually passed a vehicle safety inspection at a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair. The list shall include vehicle number, license plate number, and SSG permit number;
9. A current list of all Drivers authorized to operate any vehicle on the required vehicle identification list;
10. Evidence of valid and current California Department of Motor Vehicle Registration for each Taxicab listed in the vehicle identification list;
11. Verification of safety and education program as required by Government Code Section 53075.5;
12. Verification of disabled access education program as required by Government Code Section 53075.5;

13. Verification of participation in the Pull-Notice Program pursuant to Section 1808.1 of the California Vehicle Code;
 14. Each applicant shall submit information establishing the total number of prearranged and non-prearranged trips that originate within the Jurisdictional Boundaries of SSG accounting for the largest share of the Business' total number of trips over the applicable time period pursuant Government Code Section 53075.5; and,
 15. Each applicant shall provide SSG an address of an office or terminal where documents supporting the factual matters specified in Government Code Section 53075.5 may be inspected by SSG upon request.
- D. The Business Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered. Requirements to approve and maintain the permit include:
1. Taxicab Businesses shall have a distinctive name and appearance and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and indicates that the vehicle is offered for the use of transportation of passengers of hire. Distinctive name includes consideration of a specific color referenced in the Taxicab Business' name;
 2. Maintenance of a year-round computerized dispatch system capable of providing performance reports as required by Government Code Section 53075.5 and the Taxi Administrator;
 3. At least one (1) wheelchair-accessible van that meets federal standards as provided in Title 49, Subtitle A, Part 38 of the Code of Federal Regulations ready and available as may be requested in its fleet;
 4. Proof of insurance per section 1.040;
 5. Compliance with the maximum rates established per section 1.070;
 6. Implementation of mandatory controlled substance and alcohol testing program per section 1.075;
 7. Maintenance of safety education and training program;
 8. Maintenance of disabled access education and training program;

9. Maintenance of current and valid California Department of Motor Vehicles Registration for each Taxicab listed in the vehicle identification list;
 10. Continuous participation in the Pull Notice Program per Vehicle Code Section 1808.1; and,
 11. Compliance with all operational requirements in Article II of this Chapter.
- E. Each Taxicab Business shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the company, any complaints by patrons and any other information SSG may require to verify compliance with the ordinance of SSG. The Taxicab Business' books, accounts and records pertaining to compliance with the ordinance of SSG shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Taxicab Business to provide the required records for inspection shall be deemed a violation of the ordinance of SSG and cause for termination of the Taxicab Business permit. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.
- F. At the time the application for a Business Permit is received, the applicant shall pay a Business Permit Application Fee as established and amended from time to time by resolution of the Board. Fees shall be due and payable before a Business Permit application is processed. Prorated fees will be based on the date of Business Permit approval.
- G. At the time the application for a Business Permit is received, it will be reviewed for accuracy and compliance within ten (10) days. The applicant will receive a deficiency notice should the application and documents be lacking and/or incomplete. The applicant shall have thirty (30) days from the date of deficiency notice to remedy and re-submit application deficiencies. Applications that have not met the minimum requirements for a Business Permit within sixty (60) days will be denied. A new Business Permit application must be submitted for consideration, thereafter.
- H. At the time a Business Permit Application is approved, the applicant shall pay the Annual Taxicab Business Permit Fee. The Annual Taxicab Business Permit Fee shall be due and payable before issuance of a Business Permit. The Annual Taxicab Business Permit Fee may be adjusted by resolution of the Board.
- I. The Board may establish a procedure for a payment of the Business Permit Fee in installments.

- J. The rights of appeal provided for by Section 1.085 are available to a Business in the event that his or her Business Permit is denied based on the provisions of this Chapter.
- K. In the event a Taxicab Business or any Control Person transfers 50% or more of its interest in the Business therein, the Taxicab Business' Permit cannot be sold or transferred in part or in whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation without prior written consent of the Board.

Section 1.035 Business Permit Renewal

- A. Sixty (60) days prior to the expiration of a Business Permit the Business may apply to SSG for a renewal thereof for an additional year. A Business shall be entitled to a one (1) year renewal of the Business Permit provided that:
 - 1. The Business submits a Business Permit renewal application;
 - 2. The Business pays the annual renewal application fee;
 - 3. The Business pays the Business Permit Fee;
 - 4. The Business pays the applicable Taxicab Vehicle Permit Fee;
 - 5. The Business shows that it continues to be substantially located within the Jurisdictional Boundaries of SSG as defined in Government Code Section 53075.5;
 - 6. The Business continues to comply with all provisions of Section 1.030.
- B. The rights of appeal provided for by Section 1.085 are available to a Business in the event that renewal of his or her Business Permit is denied based on the provisions of this Chapter.

Section 1.040 Insurance Required

- A. The insurance policies required under this Chapter shall consist of and contain or be endorsed to contain the following provisions:
 - 1. General Liability and Automotive Liability Coverage:
 - a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as additional insureds for liability related to:

- i. Activities performed by or on behalf of the Business;
 - ii. Premises owned, occupied, or used by the Business;
and,
 - iii. Automobiles owned or leased by the Business.
 - b. The Permittee shall also carry Workers' Compensation Insurance in accordance with State of California Workers' Compensation laws.
 - c. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
 - d. The business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
 - e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
 - f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.
2. All Coverage:
- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
 - b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by

SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
- d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
- e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);

- iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).
 - f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.
 4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
 1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;

3. Applicant's height, weight, gender and color of eyes and hair;
 4. The number and expiration date of the applicant's California driver's license;
 5. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
 6. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant; and
- C. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsection B above in lieu of the Driver application provided by SSG.
- D. At the time the applicant submits an application for a Driver permit, the applicant shall do all of the following:
1. Submit to a fingerprint based criminal history check pursuant to Government Code Section 53075.5;
 2. Provide SSG with a copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 3. Provide proof of insurance as insureds under an employer's policies as required by Section 1.040;
 4. Provide proof of completion for taxi business's driver safety education and training program;
 5. Provide proof of completion for taxi business's disabled access education and training program;
 6. Provide Intent to Hire form indicating the name of the Business with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5;
 7. Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and

8. Payment of Driver permit fee as established and amended from time to time by resolution of the Board. The Driver permit fee shall be due and payable before receipt of the driver permit.
- E. The Driver permit shall state the name of the employer.
- F. In the event of denial, revocation or suspension of a Driver permit, the applicant may within ten (10) days of notification of denial apply to SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.085.
- G. The Driver permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California driver's license shall constitute grounds for revocation of the Driver permit authorized hereunder.
- H. Upon termination of employment within the meaning of Government Code Section 53075.5 the permit shall become void. In such case, the Driver shall immediately return the Driver permit to SSG. Upon return of the Driver permit, the Driver may re-apply for a Driver permit, provided that the Driver complies with the requirements for issuance of a Driver permit under this Section.

Section 1.050 Driver Permit Renewal and Transfer

- A. Prior to the expiration of a Driver permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver permit provided that:
 1. The Driver submits a completed renewal application which shall contain the information stipulated in Section 1.045, subsection B.
 2. The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;
 3. The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;
 4. The results of controlled substances and alcohol testing indicate that the Driver has not been using a controlled substance as specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations;
 5. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test; and,

6. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.080 during the preceding year.
- B. A Driver may request a transfer of his/her Driver Permit to another Permittee provided the Driver has submitted the following:
1. A Driver permit application signed by an authorized representative of the prospective Permittee;
 2. Intent to Hire Form;
 3. A copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 4. Proof of insurance as insured under a Business' policy as required by Section 1.040;
 5. Proof of completion for taxi business's driver safety education and training program;
 6. Proof of completion for taxi business's disabled access education and training program;
 7. A copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1;
 8. A Driver permit transfer fee; and
 9. SSG Driver permit to be transferred.
- C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.
- D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.
- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.
- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

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

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.
- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.
- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present

a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.

- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.
- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

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

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:
 - 1. Has not complied with the applicable provisions of Article I; or
 - 2. Has not complied with the applicable provisions of the regulations; or
 - 3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
 - 4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
 - 5. Has knowingly made a false statement of fact in an application for such permit; or

6. Has any outstanding balance owed to SSG; or
7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including, but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or
 - c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for

any Driver who has been convicted of three (3) or more moving violations within three (3) years.

3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs, the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleads nolo contendere to, a violation related to driving under the influence of alcohol or drugs, the Driver's permit shall be revoked.
- C. In addition to the foregoing, a Driver permit may be suspended, revoked or denied in the event that:
1. A driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
 2. A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a permit upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
- D. In addition to the above, any Driver permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute Sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute Section; pandering; crimes related to the use, sale, possession, or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.
- E. Any Driver permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- F. From the time of the revocation or suspension of a Driver permit granted under the provisions of this Chapter, it is unlawful for any person whose Driver's permit has been suspended or revoked to operate or drive a Taxicab within the Jurisdictional Boundaries of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the Jurisdictional Boundaries of

SSG any Taxicab during the period of time that a permit has been revoked, terminated or suspended.

- G. In the event the Permittee appeals any denial, suspension, or revocation of a permit issued under this Section, the appeal procedures of Section 1.085 shall apply.

Section 1.085 Appeal Hearings

- A. Any person aggrieved by any determination under the provisions of this Chapter shall be entitled to appeal that decision as provided herein. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party.
- B. A request for hearing must be made within ten (10) days following the delivery of notice of the decision of the Taxi Administrator which is challenged by delivery of the request for hearing at the administrative offices of SSG together with:
1. An advance deposit of any fine or a notice of request for an advance hardship waiver pursuant to Section 1.090; and
 2. Payment of an appeal fee as established by resolution of the Board of Directors.
- C. Upon satisfaction of the foregoing, SSG shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The Taxi Administrator shall appoint a hearing officer.
1. If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit; or (2) an administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2,000.00, the Taxi Administrator shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or an administrative law judge with the California State Office of Administrative Law Judges.
 2. If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2,000.00, the Taxi Administrator shall refer the matter to an employee who shall serve as the hearing officer.
- D. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.

- E. The hearing officer shall conduct an administrative hearing. The administrative hearing allows SSG and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to, the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SSG that the hearing officer allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal.App.4th 310 apply to the fullest extent to all the hearings conducted under this ordinance.
- F. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
- G. After consideration of the evidence presented by all parties, the hearing officer shall render written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit and/or impose administrative monetary penalties in accordance with the limits set forth in this ordinance. In determining whether to suspend or revoke any permit or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
- H. The decision of the hearing officer shall be final and the party requesting the hearing shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.
- I. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this ordinance shall be governed by Code of Civil Procedure Section 1094.5, *et seq.*
- J. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case

where a Driver permit is denied due to a criminal conviction, the applicant shall be entitled to apply the Driver permit application fee towards the appeal fee from such denial. In the event that a Driver permit is granted on such appeal, the applicant shall pay the Driver permit fee in full prior to issuance of a permit.

Section 1.090 Advance Deposit Hardship Waiver

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

Section 1.095 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Business may also be cited.
- B. Each administrative citation shall contain the following information:
 - 1. The date of the violation;
 - 2. The address or a definite description of the location where the violation occurred;
 - 3. The section of the regulation violated and a description of the violation;
 - 4. The amount of the fine for the violation;

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

Section 1.200 **Fines and Penalties**

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

Section 1.205 Late Payment Charges

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

Section 1.210 Cost Recovery

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

Section 1.215 Airports

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

ARTICLE II
OPERATING REQUIREMENTS

Section 2.010 Taxicab Businesses Distinct Appearance

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

Section 2.015 Advertisements

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

Section 2.020 Driver Standards and Appearance

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

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

Section 2.025 Special Events

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

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

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

Section 2.030 Taxi Administrator

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

Section 2.035 Fines and Penalties

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

RIV #4847-8426-5694 v2

SunLine Services Group

DATE: April 22, 2021 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Michal Brock, Taxi Administrator

RE: Resolution No. 091 Setting Taxicab Permitting Fees & Installment Payment Plan

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 091 which sets taxicab permitting fees and a 12-month installment payment plan effective July 01, 2021 through June 30, 2022.

Background

Based on staff analysis of the COVID-19 pandemic's impact on the taxi industry in 2020, staff plans to reorganize the SunLine Regulatory Administration (SRA) department to reduce the upcoming fiscal year budget.

It was determined that a reduction in the Taxi Business Permit would benefit struggling, smaller businesses and the industry as a whole. All other fees will remain the same with each business continuing to pay the Vehicles Permit Fees for the number of taxicabs they choose to operate.

The proposed fee schedule is based on allowable fees, per Government Code 53075.75, to be charged to taxicab businesses to recover the costs of carrying out an ordinance in regard to taxicab transportation services. The resolution proposes the following fee reduction:

Fee Description	FY21 Fee Amt.	Proposed FY22 Fee Amt.	Variance
Annual Business Permit	\$ 40,000.00	\$ 32,000.00	\$ (8,000.00)

Financial Impact

The proposed fee schedule is expected to create a balanced FY22 budget to carryout SRA's regulatory mandate.

Attachments:

- [Item 19a](#) – SSG Resolution No. 091
- [Item 19b](#) – Fiscal Year 2021 Fee Schedule & Installment Plan Presentation

SUNLINE SERVICES GROUP

RESOLUTION NO. 091

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE SERVICES GROUP, CALIFORNIA, ADOPTING FEES FOR TAXICAB SERVICES WITHIN THE COACHELLA VALLEY

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

WHEREAS, SSG and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the costs of carrying out Ordinance No. 2019-01 regulating taxicab services within the Coachella Valley; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are imposed solely to recover the actual and reasonable costs of regulating taxicabs within the Coachella Valley, and therefore is not a tax under Article 13C, Section 1 of the California Constitution.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Services Group that:

1. Definitions. The following terms shall have the meanings ascribed to them below. Terms that are not specifically defined below shall have the meaning provided for in Ordinance No. 2019-01:

- 1.1 ALT FUEL means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel or Ethanol (E 85) fuel bonds to operate.
- 1.2 BUSINESS PERMIT means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG as provided for in Ordinance No. 2019-01.
- 1.3 DRIVER PERMIT means the permit issued by SSG to an individual person authorizing the individual to control and manage a taxicab as provided for in Ordinance No. 2019-01.
- 1.4 HYBRID means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric Gas Hybrid Vehicle (PHEV)
- 1.5 VEHICLE PERMIT FEE means a non-transferrable authorization to drive or operate a vehicle in an authorized taxicab transportation

service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee or otherwise.

- 1.6 WAV means the wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- 1.7 ZERO EMISSION means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)

2. As a condition precedent to issuance of a permit as authorized by SSG Ordinance 2019-01, all applicable fees shall be paid in full at the time an application has been approved, unless otherwise provided for in Section 3 of this Resolution. The following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

New Taxicab Business Application Fee	\$ 1,000.00
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00
Annual Taxicab Business Permit	\$ 32,000.00
Business Permit Reinstatement Fee	\$ 10,000.00
New Driver Permit	\$ 75.00
Driver Permit Renewal	\$ 25.00
Driver Permit Transfer Fee	\$ 25.00
Driver Permit Reinstatement Fee	\$ 25.00
Driver Permit Replacement	\$ 10.00
Annual Vehicle Permit Fee (Gasoline/Diesel)	\$ 1,650.00
Annual Vehicle Permit Fee (Hybrid/Alt Fuel)	\$ 850.00
Annual Vehicle Permit Fee (WAV/Zero Emission)	\$ 200.00
Vehicle Permit Fee, Reinstatement	\$ 65.00
Appeal Fee	\$ 100.00
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00

3. Installment Payments.

- 3.1 The Board of SSG hereby authorizes the Taxi Administrator to accept payments of the "Annual Taxicab Business Permit" fee in 12 monthly installments, beginning July 1, 2021 through June 1, 2022, for a total of \$32,000.00, with the initial installment payment being due as a condition precedent to issuance of such permit.
- 3.2 The Board of SSG hereby authorizes the Taxi Administrator to accept payments of "Annual Vehicle Permit" fees in 12 monthly installments, beginning July 1, 2021 through June 1, 2022. Installment payments for "Annual Vehicle Permit" fees must meet the following requirements:
 - (a) Each permitted taxi business must provide a list of taxicabs to be included in the installment plan no later than June 15, 2021.

- (b) Taxicabs permitted after June 15, 2021 will be due in full; prorated for the remainder of the fiscal year.
- (c) 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.

3.3 Installment payments shall be due on the first day of the month.

4. Late Payments.

4.1 A payment is late if not paid on or before the first day of each month. Late payments impose a late payment fee of \$25.00 per day the payment is delinquent, not to exceed \$1000.00.

5. This Resolution shall take effect July 1, 2021.

ADOPTED this 22nd day of April, 2021.

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

Robert Radi
Chairperson of the Board
SunLine Services Group

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Brittney B. Sowell
Clerk of the Board
SunLine Services Group



**Taxi Committee Meeting
Fiscal Year 2021 Fee Schedule & Installment Plan
April 22, 2021**

Proposed Taxi Fee Objective

Objective: Receive Board approval on new taxi fee schedule

Goals:

- Produce a balanced budget
- Protect solvency of SunLine Regulatory Administration

SSG & SRA Distinction Clarification

SunLine Services Group (SSG) – Joint Powers Authority

- SunLine Regulatory Administration (SRA) – Taxi administration function of SSG
 - Independent budget
 - Revenue source dependent upon taxi regulatory fees
 - SSG capital funds cannot subsidize SRA operations
 - STA funds cannot subsidize SRA operations

Regulatory Agency Challenges

- Taxi industry fee assessments
- Remaining solvent
- Maintaining high standards for public safety

Regulatory Agency Research

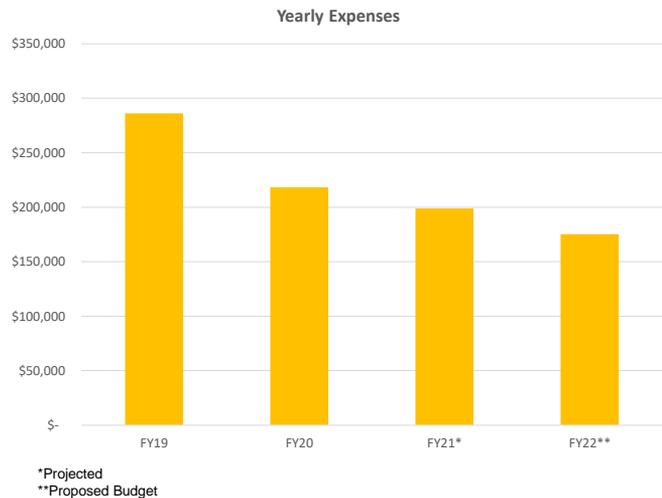
- Five (5) regulatory agencies in California either waived or deferred fees in light of the COVID-19 pandemic
 - Waivers and deferments were funded through general funds and reserves
 - No agency is currently receiving a subsidy by county or city government
- Orange County Taxi Administration (OCTAP)
 - 35 member agencies contributed to a two-year budget plan on a population-based cost sharing model from 2019-2020
 - OCTAP disbanded December 31, 2020 – regulation referred back to cities

SRA Industry Support

- COVID-19 emergency relief
 - \$60k in COVID-19 emergency relief through waiving fees using SRA reserves
- Discussed \$30k potential taxi partition reimbursement grant to promote COVID-19 safety precautions and boost consumer confidence
 - Industry declined
- Small business loans – Provide information on getting help during pandemic
- Proposing FY22 31% (\$79k) bottom-line budget cut
- 12-month installment plan on Annual Permit fee and Vehicle Permit fees

Continued SRA Industry Support

- Expense decrease of \$110,958 or 39% from FY19 actual expenses to FY22 proposed budget
 - Expenses have reached lowest possible budget
- No federal or state funding relief for taxi regulators
- STA funds cannot be used to support SRA
- SSG Capital funds cannot be used to support SRA



STA Industry Support

SunLine Transit Agency (STA) Programs

- Taxi Voucher Program (2010 to Current)
 - Averages 11,000 trips per year, \$193k in taxi fare revenues
 - COVID-19 (2020) performance was 5,400 trips and \$94k in taxi revenues
- STA Microtransit Pilot Program (2021)
 - \$235k 6-month SunRide contracts (January – June 2021)
 - \$235k 6-month SunRide contract extensions (July – December 2021)
 - Four (4) wheelchair accessible vehicles
- Future Microtransit Pilot Program Opportunities (2021-2022)
 - Development of future microtransit zones

Proposed FY22 Taxi Fee Schedule

Fee Description	FY21 Fee Amt.	Proposed FY22 Fee Amt.	Variance
New Taxicab Application	\$ 1,000.00	\$ 1,000.00	\$ -
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00	\$ 500.00	\$ -
Annual Business Permit	\$ 40,000.00	\$ 32,000.00	\$ (8,000.00)
Business Permit Reinstatement	\$ 10,000.00	\$ 10,000.00	\$ -
Annual Vehicle Permit (Gasoline/Diesel)	\$ 1,650.00	\$ 1,650.00	\$ -
Annual Vehicle Permit (Hybrid ¹ /Alt Fuel ²)	\$ 850.00	\$ 850.00	\$ -
Annual Vehicle Permit (WAV ³ /Zero Emission ⁴)	\$ 200.00	\$ 200.00	\$ -
Vehicle Permit Reinstatement	\$ 65.00	\$ 65.00	\$ -
New Driver Permit	\$ 75.00	\$ 75.00	\$ -
Driver Permit Renewal	\$ 25.00	\$ 25.00	\$ -
Driver Permit Transfer	\$ 25.00	\$ 25.00	\$ -
Driver Permit Reinstatement	\$ 25.00	\$ 25.00	\$ -
Driver Permit Replacement	\$ 10.00	\$ 10.00	\$ -
Appeal Fee	\$ 100.00	\$ 100.00	\$ -
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00	\$ 1,200.00	\$ -
Late Fee ⁵ (for late payment of invoices)	\$ 25.00	\$ 25.00	\$ -

Mandated Taxi Regulation Alternatives

- Cities and County contribute on a service provided basis to sustain SRA operations
- Cities assume taxi regulation
 - Elimination of SRA
 - Cities regulate and enforce taxi companies that provide service that is substantially located within the respective city limits
- Cities with taxi service form separate JPA
- Riverside County assumes taxi regulation responsibilities
 - Riverside County becomes single County Regulator

Presentation Summary

- Approve Resolution Setting Taxi Revenue Fee Schedule
 - Including 12-month installment plans

Questions/Discussion