



SunLine Services Group
January 27, 2021
11:05 a.m. – 11:35 a.m.

AGENDA

TAXI COMMITTEE Regular 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 Taxi Committee 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/82479037999>

Meeting ID: 824 7903 7999

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 824 7903 7999

One tap mobile
+16699009128,,82479037999#

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 Taxi Committee Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to January 26, 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**
- 5. FINALIZATION OF AGENDA**

- 6. PUBLIC COMMENTS**

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

- 7. COMMITTEE MEMBER COMMENTS**

RECEIVE COMMENTS

- 8. 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.

[8a\) SSG/SRA Checks \\$1,000 and Over Report for
October and November 2020](#)

(PAGE 4-6)

ITEM

RECOMMENDATION

8b) SSG Monthly Budget Variance Report for
October and November 2020

(PAGE 7-11)

8c) Taxi Trip Data – November and December 2020

(PAGE 12-14)

8d) Metric (Taxi Expense vs Taxi Revenue) October and
November 2020

(PAGE 15-17)

**9. REVIEW OF TAXICAB SERVICE ORDINANCE OF
SUNLINE SERVICE GROUP (SSG)**

(Staff: Michal Brock, Taxi Administrator)

INFORMATION

(PAGE 18)

10. ADJOURN

SunLine Services Group

CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for October & November 2020

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

Recommendation:

Receive and file.

**SunLine Regulatory Agency
Checks \$1,000 and Over
October 2020**

NOTE: 1). Bold check payments represent "pass through", bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/2/2020	90833	10/07/2020	4,783.26
SUNLINE TRANSIT AGENCY	Payroll Liability 10/16/2020	90840	10/21/2020	4,783.26
SUNLINE TRANSIT AGENCY	SRA Overhead Oct 2020	90836	10/14/2020	2,283.00
BURKE, WILLIAMS & SORENSEN, LLP	Sept 2020 Legal Services	90835	10/14/2020	2,016.00
Total Checks Over \$1,000	\$13,865.52			
Total Checks Under \$1,000	\$2,347.85			
Total Checks	\$16,213.37			

**SunLine Regulatory Agency
Checks \$1,000 and Over
November 2020**

NOTE: 1). Bold check payments represent "pass through", bold Italicized check payments represent "Capital Expenses", payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/13/2020	90850	11/18/2020	4,783.26
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/25/2020	90853	11/25/2020	4,783.26
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/30/2020	90845	11/04/2020	3,722.20
SUNLINE TRANSIT AGENCY	SRA Overhead Nov 2020	90848	11/12/2020	2,283.00
Total Checks Over \$1,000	\$15,571.72			
Total Checks Under \$1,000	\$3,253.85			
Total Checks	\$18,825.57			

SunLine Services Group
CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for October & November 2020

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. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception to the straight-line method is the taxicab business permit fee which is budgeted on a Board approved installment plan.

- As of October 31, 2020, the organization's revenues are unfavorable by \$17,403 or 20.51% under the FYTD budget. Expenditures are favorable by \$17,998 or 21.21% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is \$595.

- As of November 30, 2020, the organization's revenues are unfavorable by \$21,156 or 19.95% under the FYTD budget. Expenditures are favorable by \$24,575 or 23.17% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is \$3,419.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
October 2020

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	-	117	(117)	550	467	83	60.7%
New Driver Permit Revenue	3,600	-	300	(300)	150	1,200	(1,050)	95.8%
Taxi Business Permit	120,000	10,000	10,000	(0)	40,000	40,000	(0)	66.7%
Driver Transfer Revenue	500	25	42	(17)	75	167	(92)	85.0%
Driver Renewal Revenue	2,500	400	208	192	975	833	142	61.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	17	(17)	100.0%
Vehicle Permit Revenue	124,500	9,293	10,375	(1,082)	25,697	41,500	(15,803)	79.4%
Other Revenue	500	-	42	(42)	-	167	(167)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	500	(500)	100.0%
Total Revenue	254,550	19,718	21,213	(1,495)	67,447	84,850	(17,403)	73.5%
Expenses:								
Salaries and Wages	96,614	8,138	8,051	(87)	31,215	32,205	989	67.7%
Fringe Benefits	79,692	6,140	6,641	501	24,896	26,564	1,668	68.8%
Services	53,730	470	4,478	4,008	4,438	17,910	13,472	91.7%
Supplies and Materials	4,575	90	381	291	507	1,525	1,018	88.9%
Utilities	5,220	432	435	3	1,728	1,740	12	66.9%
Casualty and Liability	7,894	657	658	-	2,628	2,631	3	66.7%
Taxes and Fees	100	-	8	8	-	33	33	100.0%
Miscellaneous	6,725	613	560	(53)	1,440	2,242	802	78.6%
Total Expenses	254,550	16,540	21,213	4,673	66,852	84,850	17,998	73.7%
Total Operating Surplus (Deficit)	\$ -	\$ 3,178			\$ 595			

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 20,905 taxi trips compared to FYTD FY20.

Taxi Trips

	FY20-October	FY21-October	Variance	%Δ
Trips	16,785	9,929	(6,856)	-40.8%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	53,049	32,144	(20,905)	-39.4%

Salaries and Wages - Favorable

- Salary and wage expenses are within an acceptable range of the budget.

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 legal fees and audit expenses which have not been incurred.

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 Regulatory Administration
Budget Variance Report
November 2020

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	-	117	(117)	550	583	(33)	60.7%
New Driver Permit Revenue	3,600	75	300	(225)	225	1,500	(1,275)	93.8%
Taxi Business Permit	120,000	10,000	10,000	(0)	50,000	50,000	(0)	58.3%
Driver Transfer Revenue	500	50	42	8	125	208	(83)	75.0%
Driver Renewal Revenue	2,500	25	208	(183)	1,000	1,042	(42)	60.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	21	(21)	100.0%
Vehicle Permit Revenue	124,500	6,960	10,375	(3,415)	32,657	51,875	(19,218)	73.8%
Other Revenue	500	350	42	308	350	208	142	30.0%
Operator Application Fee	1,500	-	125	(125)	-	625	(625)	100.0%
Total Revenue	254,550	17,460	21,213	(3,753)	84,907	106,063	(21,156)	66.6%
Expenses:								
Salaries and Wages	96,614	6,699	8,051	1,352	37,915	40,256	2,341	60.8%
Fringe Benefits	79,692	5,865	6,641	776	30,761	33,205	2,444	61.4%
Services	53,730	687	4,478	3,791	5,124	22,388	17,263	90.5%
Supplies and Materials	4,575	173	381	208	680	1,906	1,226	85.1%
Utilities	5,220	432	435	3	2,160	2,175	15	58.6%
Casualty and Liability	7,894	657	658	-	3,285	3,289	4	58.4%
Taxes and Fees	100	-	8	8	-	42	42	100.0%
Miscellaneous	6,725	122	560	438	1,562	2,802	1,240	76.8%
Total Expenses	254,550	14,636	21,213	6,577	81,487	106,063	24,575	68.0%
Total Operating Surplus (Deficit)	\$ -	\$ 2,824			\$ 3,419			

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 28,740 taxi trips compared to FYTD FY20.

Taxi Trips

	FY20-November	FY21-November	Variance	%Δ
Trips	16,418	8,583	(7,835)	-47.7%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	69,467	40,727	(28,740)	-41.4%

Salaries and Wages - Favorable

- Salary and wage expenses are within an acceptable range of the budget.

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 legal fees and audit expenses which have not been incurred.

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: January 27, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – November & December 2020

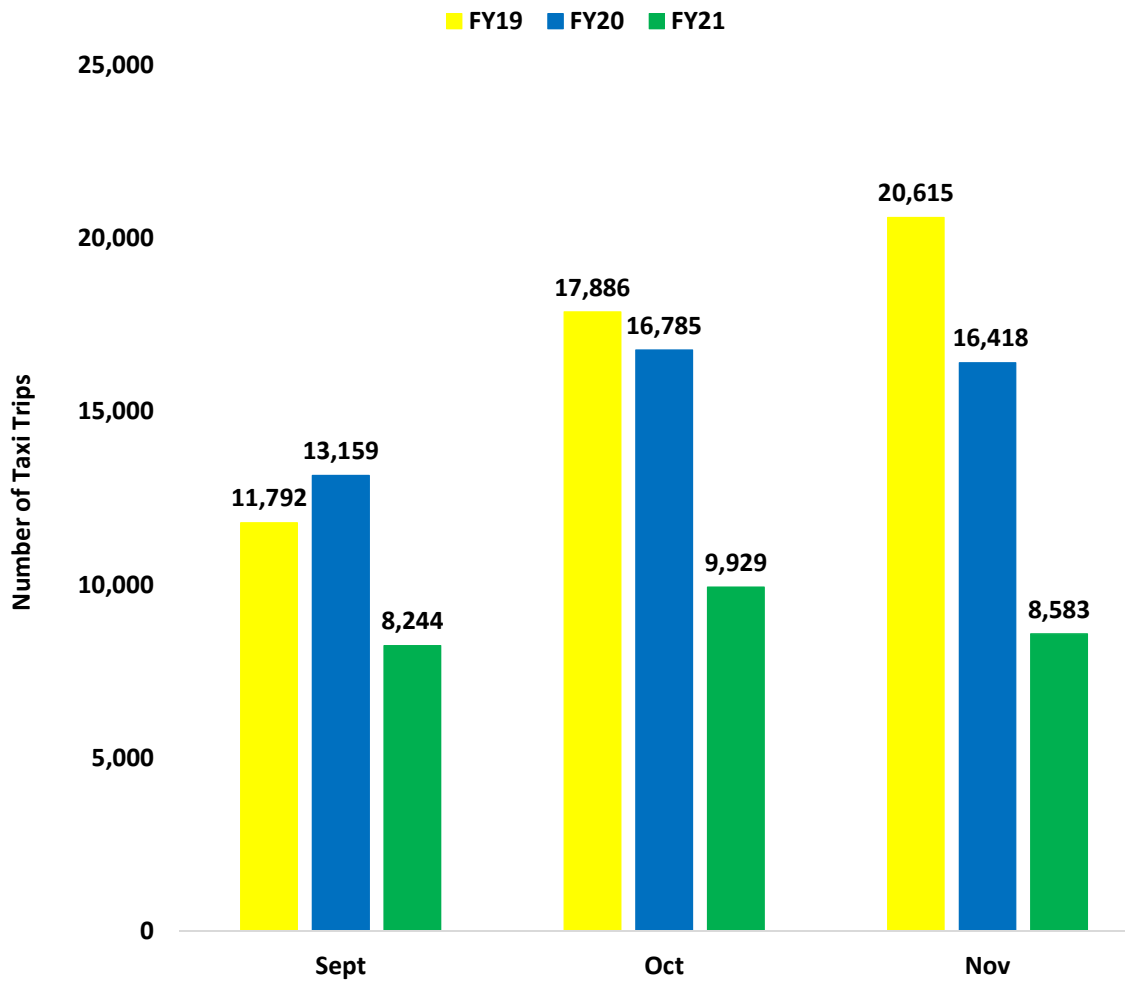
Summary:

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 7,835 fewer taxi trips in November 2020 compared to November 2019 and there were 8,690 fewer trips in December 2020 when compared to December 2019. The decrease in trips for November and December 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 37,430 fewer taxi trips for FYTD21 compared to FYTD20.

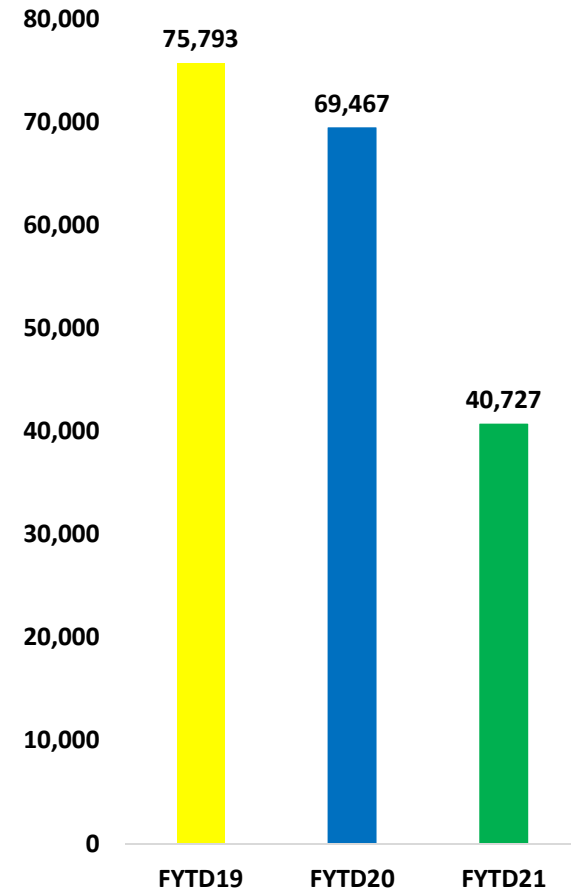
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of Nov. 2020

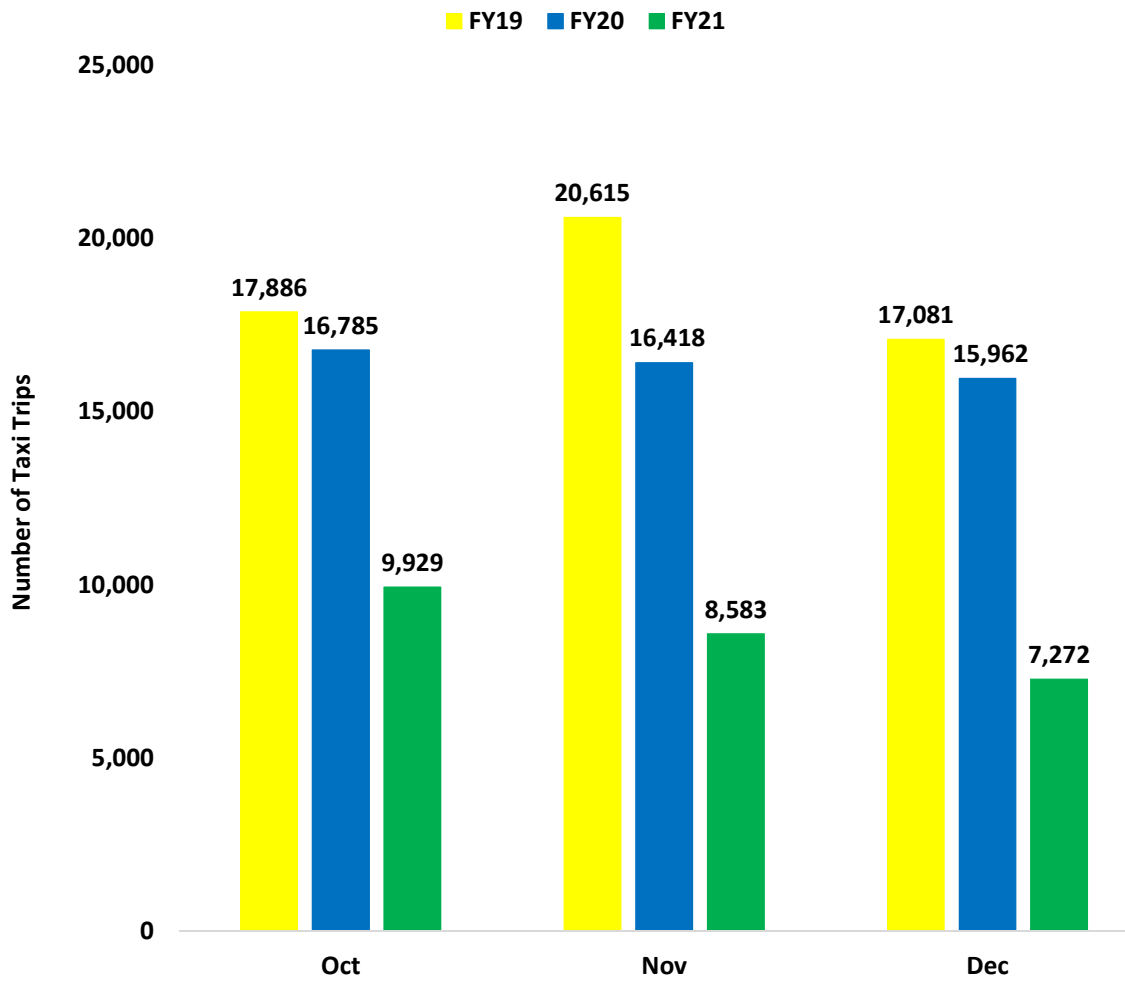


FYTD No. of Taxi Trips

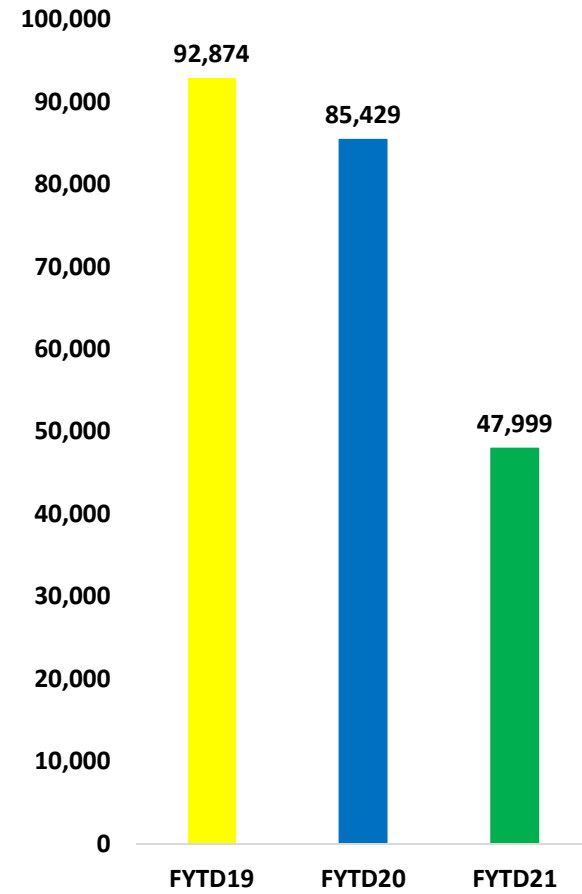


The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2019, 2020 and 2021.

Taxi Trip Three (3) Month Comparison - As of Dec. 2020



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 Services Group
CONSENT CALENDAR

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) October & November 2020

Summary:

The chart displays revenue and expenses for the current month and two (2) previous months. Revenues are generated by taxi business permit fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

For October:

- Variance chart displays the total variance between revenue and expense occurring to date for the 2021 fiscal year.
- A favorable variance for October 2020 is attributed to savings on external services.
- Revenues for the current fiscal year are greater than expenses by \$595.

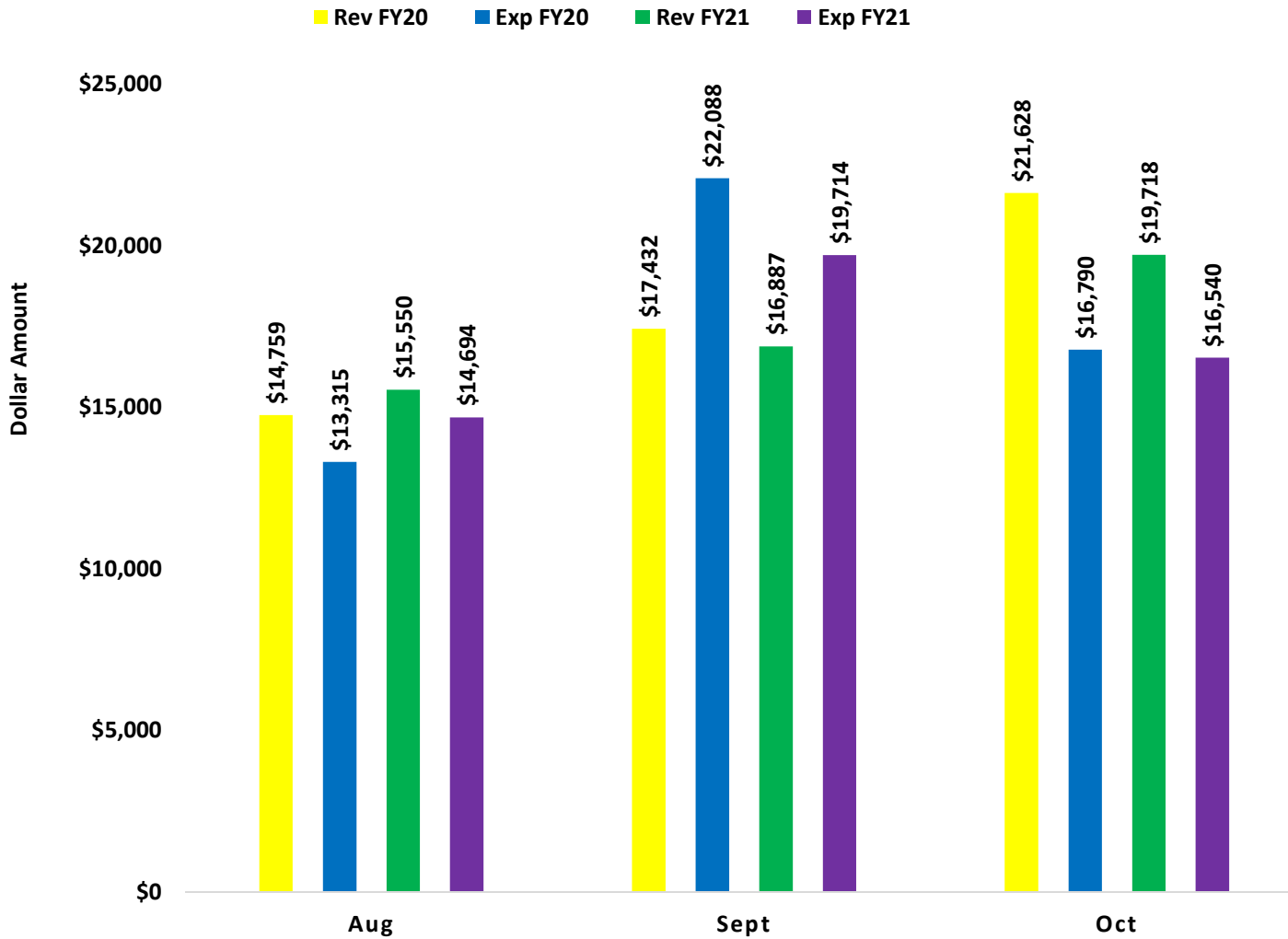
For November:

- Variance chart displays the total variance between revenue and expense occurring to date for the 2021 fiscal year.
- A favorable variance for November 2020 is attributed to savings on external services.
- Revenues for the current fiscal year are greater than accrued expenses by \$3,419.

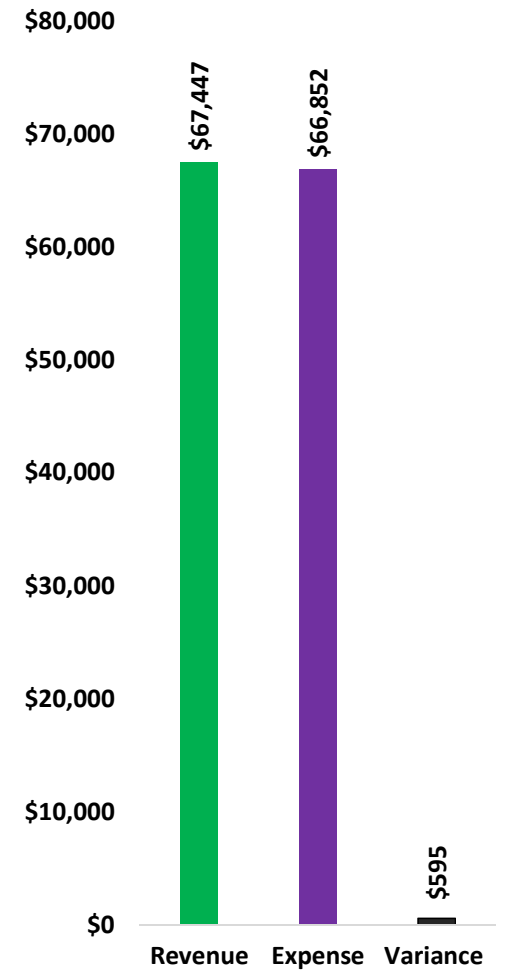
Recommendation:

Receive and file.

Revenue vs. Expense Three (3) Month Comparison As of October 2020

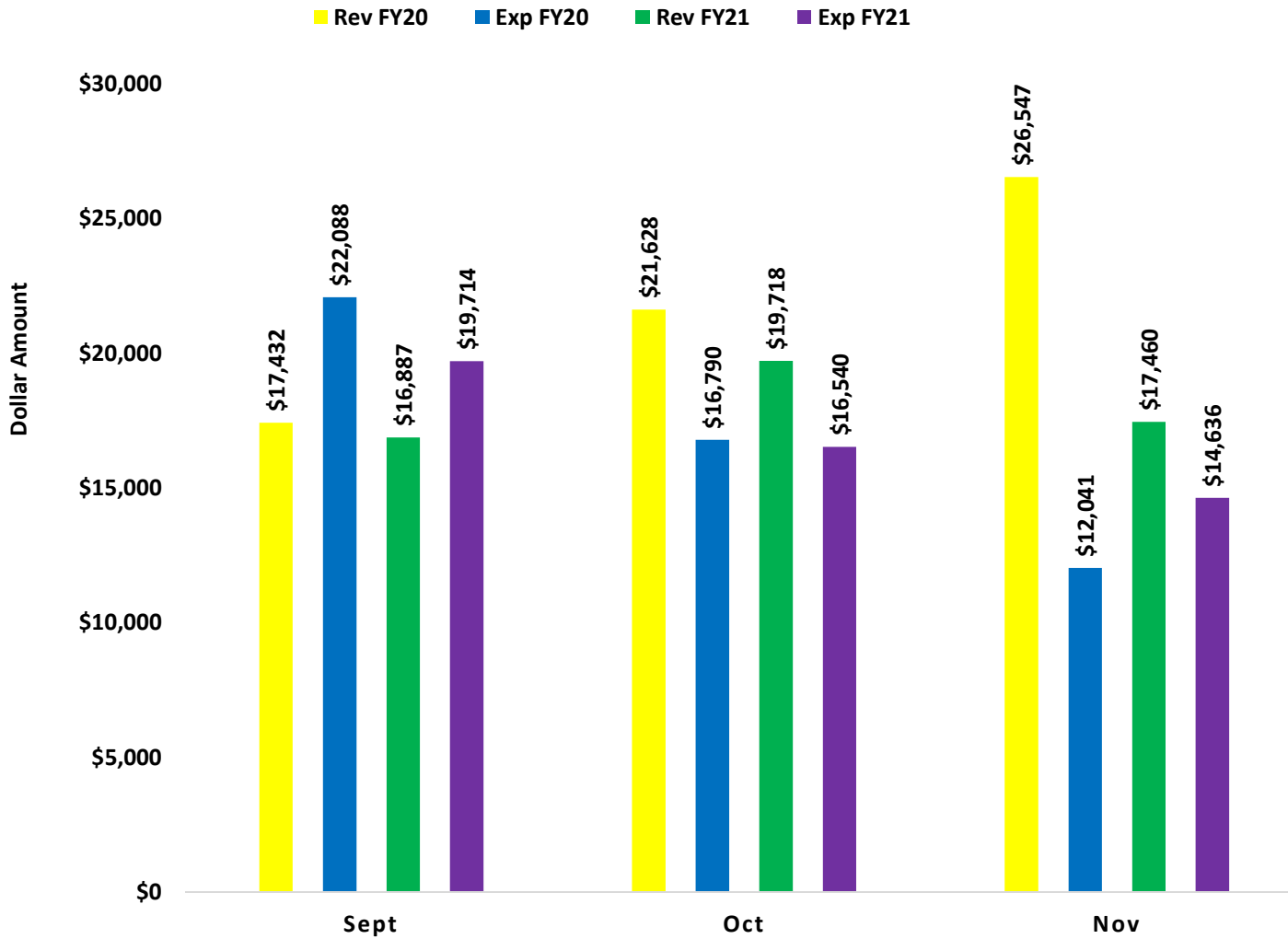


Variance FYTD October 2020

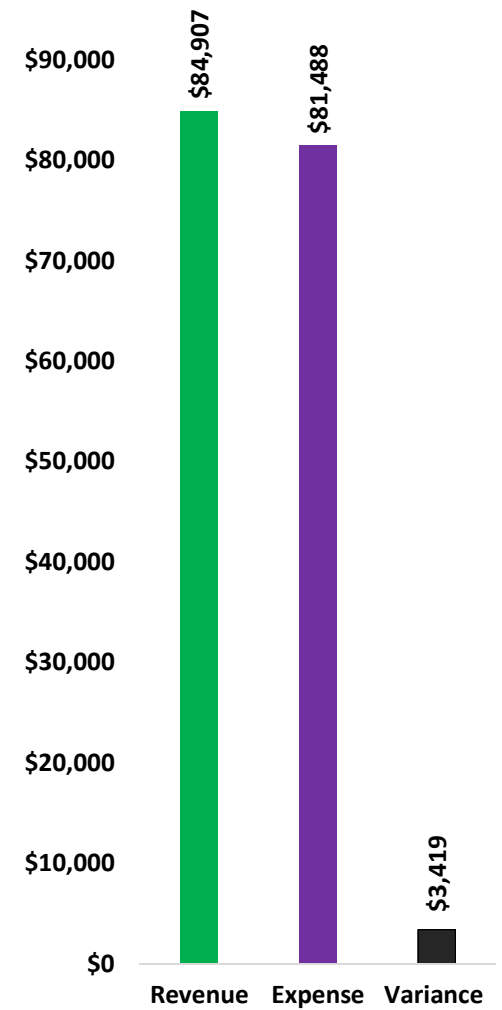


The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY21.

Revenue vs. Expense Three (3) Month Comparison As of November 2020



Variance FYTD November 2020



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY21.

SunLine Services Group

DATE: January 27, 2021 **INFORMATION**

TO: Taxi Committee

FROM: Michal Brock, Taxi Administrator

RE: Review of Taxicab Service Ordinance of SunLine Service Group (SSG)

Background

The SSG Board of Directors adopted Taxicab Service Ordinance No. 2019-01 on July 24, 2019. An amendment to the ordinance was subsequently adopted on October 23, 2019.

Staff periodically reviews the taxicab service ordinance to determine if any updates are necessary to maintain efficient taxicab service regulation and enforcement.

To date, staff has identified the following two (2) areas for revision:

- Revise language pertaining to fines and penalties to ensure consistency across governing documents
- Incorporate the Taxicab Businesses Distinct Appearance amendment instead of being a standalone document

Staff is taking this time to continue the review process with the help of legal counsel and will bring forward any additional recommended changes at an upcoming Taxi Committee meeting for discussion and then approval.