



SunLine Services Group
June 28, 2023
11:30 a.m. – 11:50 a.m.

AGENDA

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

NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period for thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed 72 hours or less prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to or at the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, www.sunline.org.

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

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

<u>ITEM</u>	<u>RECOMMENDATION</u>
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 April 2023	(PAGE 3-4)
8b) SSG Monthly Budget Variance Report for April 2023	(PAGE 5-7)
8c) Taxi Trip Data – May 2023	(PAGE 8-9)
9. ADOPTION OF SUNLINE REGULATORY ADMINISTRATION FY24 BUDGET (Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)	APPROVE (PAGE 10-22)
10. ADJOURN	

SunLine Services Group

CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 2023

Summary:

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

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
April 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Overhead Allocations Apr 2023	91183	04/20/2023	2,461.67
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/14/2023	91184	04/20/2023	2,287.57
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/31/2023	91179	04/06/2023	1,497.96
Total Checks Over \$1,000	\$6,247.20			
Total Checks Under \$1,000	\$1,864.55			
Total Checks	\$8,111.75			

SunLine Services Group
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2023

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of April 2023 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2023, the organization's revenues are \$17,037.37 or 10.92% above the FYTD budget.
- As of April 30, 2023, expenditures are \$40,305 or 25.84% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$57,342.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
April 2023

Description	FY23 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	600	125	475	5,775	1,250	4,525	-285.0%
New Driver Permit Revenue	750	-	63	(63)	1,425	625	800	-90.0%
Taxi Business Permit	96,000	11,700	8,000	3,700	88,472	80,000	8,472	7.8%
Driver Transfer Revenue	250	-	21	(21)	125	208	(83)	50.0%
Driver Renewal Revenue	1,500	175	125	50	1,900	1,250	650	-26.7%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	42	(42)	100.0%
Vehicle Permit Revenue	85,000	1,542	7,083	(5,542)	75,340	70,833	4,507	11.4%
Other Revenue	650	-	54	(54)	-	542	(542)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	1,250	(1,250)	100.0%
Total Revenue	187,200	14,017	15,600	(1,583)	173,037	156,000	17,037	10.9%
Expenses:								
Salaries and Wages	89,364	5,807	7,447	1,640	47,480	74,470	26,990	46.9%
Fringe Benefits	32,076	3,287	2,673	(614)	20,553	26,730	6,177	35.9%
Services	27,015	296	2,251	1,955	23,203	22,513	(690)	14.1%
Supplies and Materials	4,193	58	349	292	13,298	3,494	(9,804)	-217.1%
Utilities	22,138	469	1,845	1,376	4,685	18,448	13,763	78.8%
Casualty and Liability	5,589	466	466	-	4,658	4,658	-	16.7%
Taxes and Fees	100	-	8	8	-	83	83	100.0%
Miscellaneous	6,725	464	560	96	1,820	5,604	3,784	72.9%
Total Expenses	187,200	10,846	15,600	4,754	115,695	156,000	40,305	25.8%
Total Operating Surplus (Deficit)	\$ -	\$ 3,171			\$ 57,342			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to an increase in Vehicle Permit Revenue.
- As of FYTD23, there is a decrease of 19,293 taxi trips compared to FYTD22.

Taxi Trips

	FY22-April	FY23-April	Variance	%Δ
Trips	15,236	12,036	(3,200)	-21.0%

Taxi Trips

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Trips	126,362	107,069	(19,293)	-15.3%

Salaries and Wages

- The favorable amount in salary and wage expenses is attributed to a vacant position.

Fringe Benefits

- The favorable amount in fringe benefit expenses is attributed to a vacant position.

Services

- The unfavorable variance in services is due to temporary help.

Supplies and Materials

- The unfavorable variance in supplies and materials is due to the cost of CNG fuel related to higher than anticipated use of CNG vehicle.

Utilities

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

Casualty and Liability

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

Taxes and Fees

- The favorable variance in taxes and fees is due to timing of expenses.

Miscellaneous

- The favorable variance in miscellaneous is due to timing of expenses for training which have not yet occurred.

SunLine Services Group
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – May 2023

Summary:

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

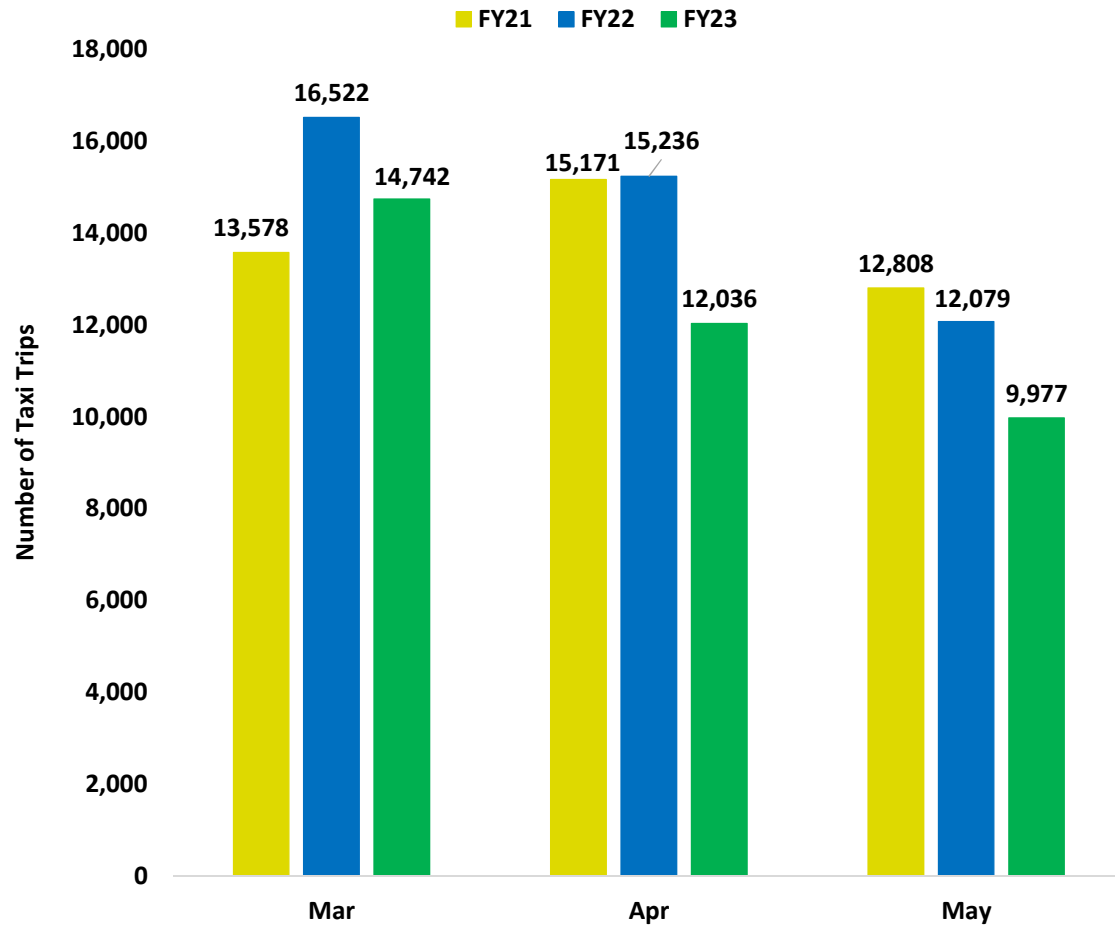
There were 2,102 fewer taxi trips in May 2023 serviced by one (1) more cab compared to May 2022 (71 cabs in 2023 compared to 70 cabs in 2022). The decrease in trips for May 2023 is attributed to increased seasonal visitors in 2022.

There were 21,395 fewer taxi trips for FYTD23 compared to FYTD22.

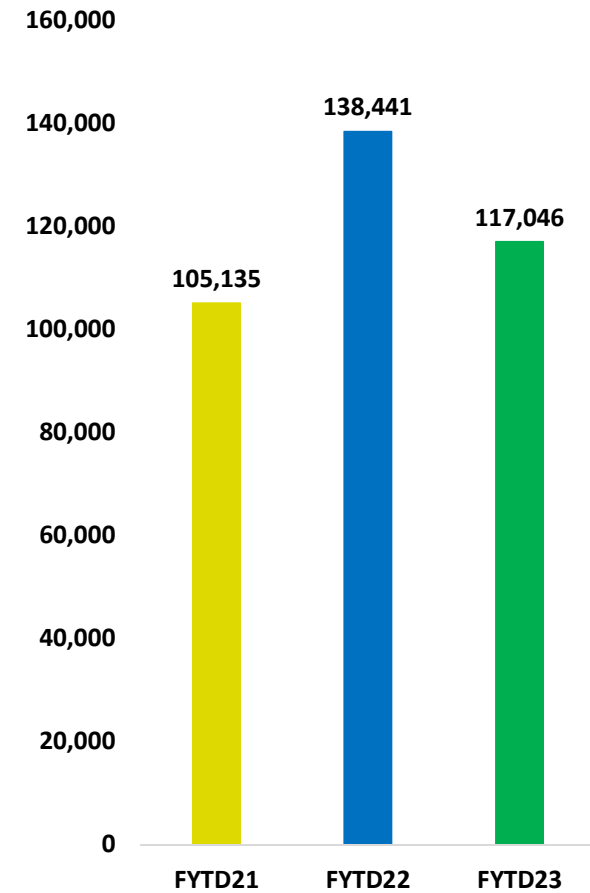
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of May 2023



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY21, FY22 and FY23.

SunLine Services Group

DATE:	June 28, 2023	ACTION
TO:	Taxi Committee Board of Directors	
FROM:	Luis Garcia, Controller/Assistant Chief Financial Officer	
RE:	Adoption of SunLine Regulatory Administration FY24 Budget	

Recommendation

Recommend that the Board of Directors adopt the proposed FY24 budget.

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget for SunLine Regulatory Administration (SRA). The FY24 budget was brought before the Taxi Committee and Board of Directors on May 24, 2023, for discussion before the required approval in June. There have been no changes from the draft budget proposed at the May 24, 2023 Board meeting.

SRA is proposing a balanced budget of \$197,675 for FY24. The FY24 SRA budget reflects revenue estimates based on regulating three (3) taxi businesses. The expense estimates reflect a fiscally prudent budget across controlled expense categories.

Financial Impact

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

Attachment:

- [Item 9a](#) – FY24 SunLine Regulatory Administration Budget Book

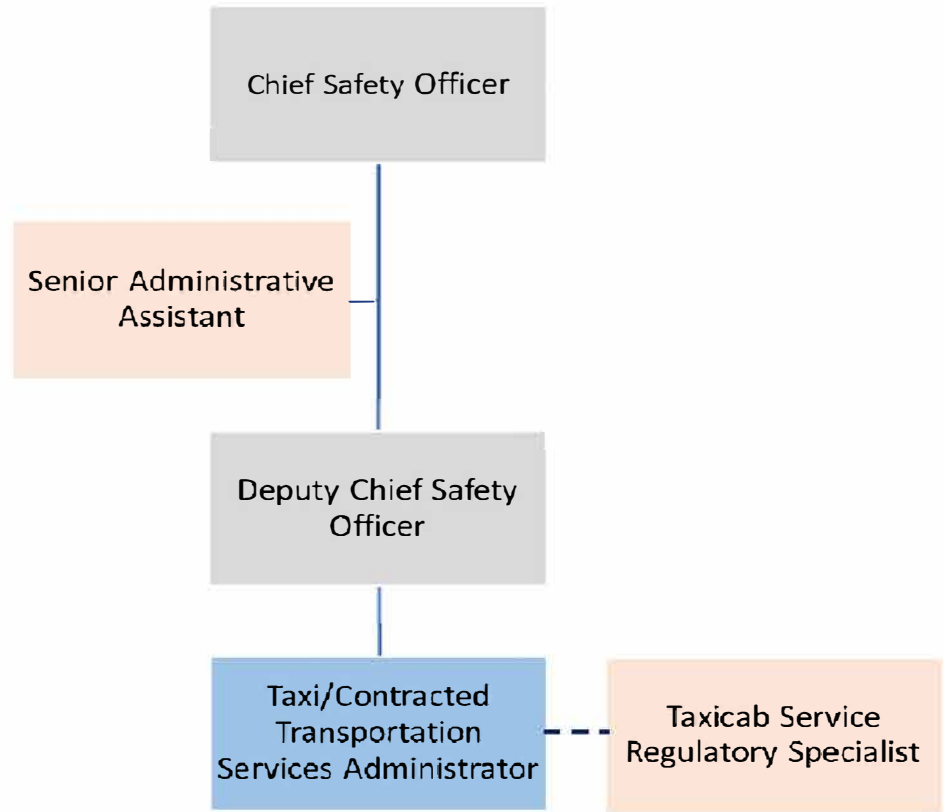


SUNLINE REGULATORY ADMINISTRATION BUDGET ▶ FY2024



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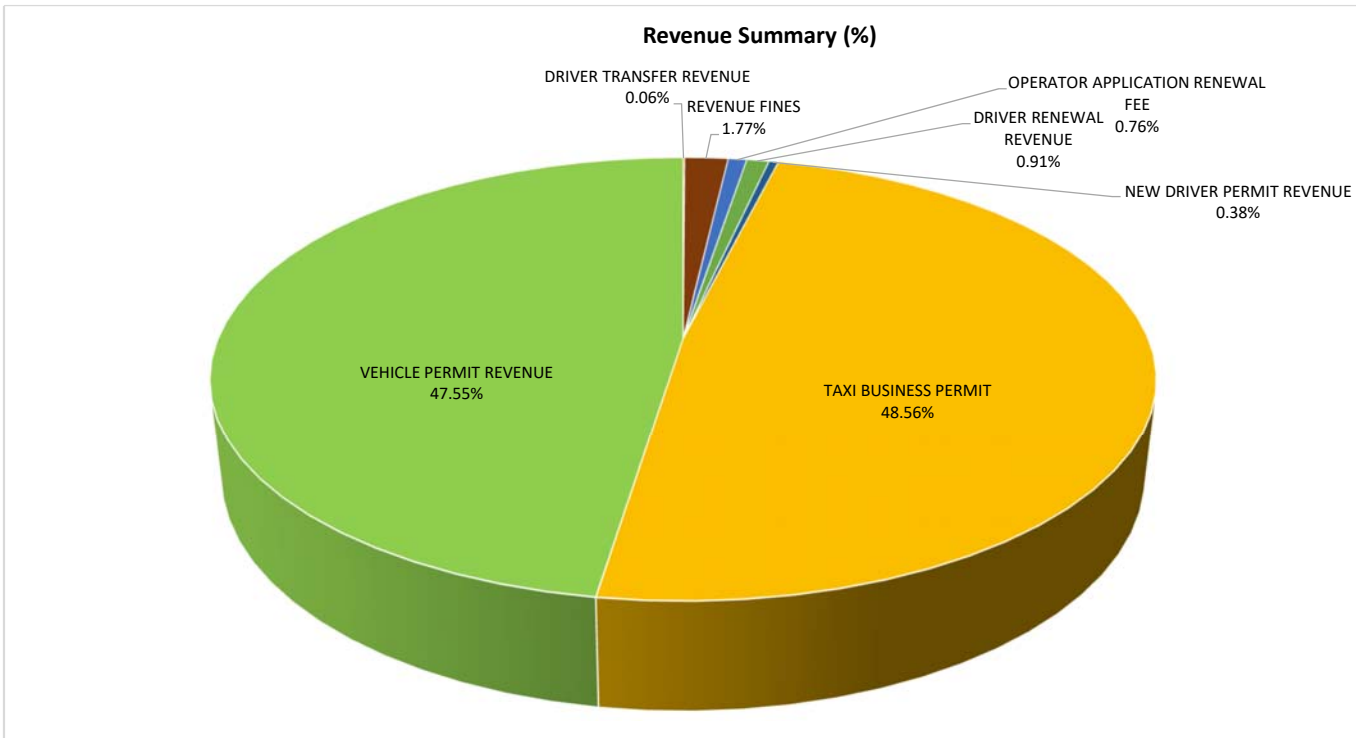
FUNCTIONS & RESPONSIBILITIES

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

FY24 GOALS & OBJECTIVES

- Work with taxi companies to improve wait times for passengers and increase industry service reliability through ordinance enforcement.

REVENUE SUMMARY



Sources of Funding (Operating)	FY23 Approved Budget	FY23 Estimates	FY23 Variance	FY24 Proposed Budget	FY24 Variance
4010101200 REVENUE FINES	1,500	6,900	5,400	3,500	2,000
4010101500 NEW DRIVER PERMIT REVENUE	750	1,900	1,150	750	-
4010101550 TAXI BUSINESS PERMIT	96,000	96,000	-	96,000	-
4010101600 DRIVER TRANSFER REVENUE	250	167	(83)	125	(125)
4010101700 DRIVER RENEWAL REVENUE	1,500	2,300	800	1,800	300
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	-	(50)	-	(50)
4010101900 VEHICLE PERMIT REVENUE	85,000	98,398	13,398	94,000	9,000
4010102200 OTHER REVENUE	650	-	(650)	-	(650)
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
Total Revenue	187,200	205,665	18,465	197,675	10,475

Notes:

- The FY23 variance reflects the difference between FY23 estimated actuals and FY23 approved budget. The FY24 variance indicates the difference between FY24 proposed budget and FY23 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is approved at the March Board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the approved fees for Fiscal Year 2024 used in the calculation of the proposed budget.

Fees	FY23 Approved Fees	FY24 Proposed Fees	Variance
New Taxicab Business Application Fee	1,000	1,000	-
Annual Taxicab Business Permit Renewal Application Fee	500	500	-
Annual Taxicab Business Permit Fee	32,000	32,000	-
Business Permit Reinstatement Fee	10,000	10,000	-
New Driver Permit	75	75	-
Driver Permit Renewal	25	25	-
Driver Permit Transfer Fee	25	25	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	10	10	-
Annual Vehicle Permit (Gasoline/Diesel)	1,650	1,650	-
Annual Vehicle Permit (Hybrid1/Alt Fuel2)	850	850	-
Annual Vehicle Permit (WAV3/Zero Emission4)	200	200	-
Vehicle Fee, Reinstatement	65	65	-
Late Fee (for late payment of invoices)	25	25	-
Appeal Fee	100	100	-
Taxicab Distinct Appearance Determination Appeal Fee	1,200	1,200	-

Notes:

- “Hybrid” means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)
- “Alt Fuel” means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate
- “WAV” means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- “Zero Emission” means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)
- Late fees shall be assessed at \$25.00 per day, not to exceed \$1,000 per occurrence

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimated Actuals	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010201600 ADMIN SALARIES	85,071	40,062	20,031	40,857	44,943	4,086
5010201610 ADMIN SALARIES-OT	-	-	-	-	-	-
5010700000 ALLOCATED SALARIES	-	4,301	30,414	48,507	49,965	1,458
5029999999 TOTAL FRINGE BENEFITS	76,718	55,188	13,589	32,076	41,202	9,126
5030103240 BACKGROUND CHECK SERVICES	637	1,421	1,813	735	1,519	784
5030200000 PUBLIC NOTICES	119	-	-	280	90	(190)
5030300005 LEGAL SERVICES - GENERAL	11,376	12,820	14,847	10,000	14,000	4,000
5030300010 COMPUTER/NETWORK SUPPORT	480	149	-	1,000	10,000	9,000
5030303310 AUDIT SERVICES - EXTERNAL	7,000	-	-	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	7,130	12,422	13,230	5,000	5,000	-
5030500000 MAINTENANCE CONTRACTS	285	388	271	1,000	500	(500)
5039900006 OUTSIDE REPAIRS-TAXI	-	-	-	1,000	1,000	-
5039903800 OTHER SERVICES	600	525	500	1,000	500	(500)
5040101000 FUEL-CNG	-	211	320	500	500	-
5040404300 OFFICE SUPPLIES	2,224	1,320	2,835	2,500	2,280	(220)
5049900002 POSTAGE	502	120	120	120	110	(10)
5049900026 FACILITY MAINTENANCE	573	573	573	573	575	2
5049900032 REPAIR PARTS- TAXI VEHICLES	-	741	-	500	500	-
5050200001 UTILITIES	3,918	4,114	4,320	4,320	4,500	180
5050200003 TRASH PICK-UP	502	502	502	502	502	-
5050200005 TAXI STUDY	-	-	-	16,516	-	(16,516)
5050200006 COMMUNICATIONS	800	800	800	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	312	312	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	2,177	2,177	2,177	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	5,405	3,000	3,100	3,100	3,100	-
5079900000 FUEL TAXES	-	-	-	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	1,163	1,312	1,368	1,625	1,500	(125)
5090200000 TRAVEL AND TRAINING	1,895	22	-	4,000	4,000	-
5090801000 BANK SERVICE FEES	814	815	945	1,100	1,000	(100)
5090801060 BAD DEBT EXPENSE	12,342	-	-	-	-	-
Total Expenses	222,043	143,294	112,067	187,200	197,675	10,475

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Authorized FTEs	FY24 Requested FTEs	Variance
0	Deputy Chief Safety Officer	0.25	0.25	0.00
0	Taxi/Contracted Transportation Services Administrator	0.25	0.25	0.00
0	Senior Administrative Assistant	0.00	0.00	0.00
1	Taxicab Service Regulatory Specialist	1.00	1.00	0.00
1	Total FTEs	1.50	1.50	0.00

Notes

- The Deputy Chief Safety Officer and Taxi/Contracted Transportation Services Administrator will apportion a small percentage of payroll allocation for taxi business responsibilities.
- The Taxi Administrator position was modified to reflect a title change. New Taxi/Contracted Transportation Services Administrator for SunLine Transit Agency will allocate a small portion of time to SRA.

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010201600 ADMIN SALARIES	40,857	44,943	4,086
5010700000 ALLOCATED SALARIES	48,507	49,965	1,458
5029999999 TOTAL FRINGE BENEFITS	32,076	41,202	9,126
Sub-total	121,440	136,110	14,670
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	735	1,519	784
Sub-total	735	1,519	784
5030200000 PUBLIC NOTICES			
Public Notice	280	90	(190)
Sub-total	280	90	(190)
5030300005 LEGAL SERVICES - GENERAL			
General counsel	10,000	14,000	4,000
Sub-total	10,000	14,000	4,000
5030300010 COMPUTER/NETWORK SUPPORT			
Software Program & Equipment	1,000	10,000	9,000
Sub-total	1,000	10,000	9,000
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	7,000	7,000	-
Sub-total	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	5,000	5,000	-
Sub-total	5,000	5,000	-
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	1,000	500	(500)
Sub-Total	1,000	500	(500)
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG tax committees	1,000	500	(500)
Sub-total	1,000	500	(500)
5040101000 FUEL-CNG			
Fuel for vehicles	500	500	-
Sub-total	500	500	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5040404300 OFFICE SUPPLIES			
Office supplies	2,500	2,280	(220)
Sub-total	2,500	2,280	(220)
5049900002 POSTAGE			
Postage and mailing expenses	120	110	(10)
Sub-total	120	110	(10)
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	573	575	2
Sub-total	573	575	2
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	500	500	-
Sub-total	500	500	-
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	4,320	4,500	180
Sub-total	4,320	4,500	180
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
Sub-total	502	502	-
5050200005 TAXI STUDY			
Taxi study on regulatory matters	16,516	-	(16,516)
Sub-total	16,516	-	(16,516)
5050200006 COMMUNICATIONS			
Cellular services	800	800	-
Sub-total	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	312	312	-
Sub-total	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,177	2,177	-
Sub-total	2,177	2,177	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5060401000 INSUARNC E PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	3,100	3,100	-
Sub-total	3,100	3,100	-
5079900000 FUEL TAXES			-
Fuel tax expenses	100	100	-
Sub-total	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	1,625	1,500	(125)
Sub-total	1,625	1,500	(125)
5090200000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	4,000	4,000	-
Sub-total	4,000	4,000	-
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	1,100	1,000	(100)
Sub-total	1,100	1,000	(100)
Total Expenses	187,200	197,675	10,475



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