



SunLine Services Group
June 23, 2021
10:50 a.m. – 11:10 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/84128606241>

Meeting ID: 841 2860 6241

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 841 2860 6241

One tap mobile
+16699009128,,84128606241#

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 June 22, 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 April 2021](#)

(PAGE 4-5)

ITEM

RECOMMENDATION

8b) SSG Monthly Budget Variance Report for
April 2021

(PAGE 6-8)

8c) Taxi Trip Data – May 2021

(PAGE 9-10)

**9. SUNLINE REGULATORY ADMINISTRATION
FY22 BUDGET**

APPROVE
(PAGE 11-23)

(Staff: Luis Garcia, Chief Financial Officer)

10. ADJOURN

SunLine Services Group
CONSENT CALENDAR

DATE: June 23, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/16/2021	90911	04/21/2021	4,751.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/02/2021	90904	04/07/2021	3,095.25
SUNLINE TRANSIT AGENCY	SRA Overhead Allocations Apr 2021	90905	04/07/2021	2,283.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	90907	04/14/2021	2,280.00
OFFICETEAM	Temporary Help	90903	04/07/2021	1,155.20
Total Checks Over \$1,000	\$13,565.09			
Total Checks Under \$1,000	\$1,545.47			
Total Checks	\$15,110.56			

SunLine Services Group
CONSENT CALENDAR

DATE: June 23, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for April 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 April 2021 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2021, the organization's revenues are \$46,998 or 22.16% under the FYTD budget. The negative revenue balance is primarily due to lower vehicle permit revenue relating to fewer taxi vehicles in service.
- As of April 30, 2021, expenditures are \$36,664 or 17.28% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$10,334).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
April 2021

Description	FY21 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,400	-	117	(117)	750	1,167	(417)	46.4%
New Driver Permit Revenue	3,600	75	300	(225)	525	3,000	(2,475)	85.4%
Taxi Business Permit	120,000	10,000	10,000	(0)	100,000	100,000	(0)	16.7%
Driver Transfer Revenue	500	-	42	(42)	150	417	(267)	70.0%
Driver Renewal Revenue	2,500	100	208	(108)	2,000	2,083	(83)	20.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	42	(42)	100.0%
Vehicle Permit Revenue	124,500	5,621	10,375	(4,754)	60,762	103,750	(42,988)	51.2%
Other Revenue	500	138	42	97	940	417	523	-88.0%
Operator Application Fee	1,500	-	125	(125)	-	1,250	(1,250)	100.0%
Total Revenue	254,550	15,934	21,213	(5,278)	165,127	212,125	(46,998)	35.1%
Expenses:								
Salaries and Wages	96,614	8,915	8,051	(864)	70,509	80,512	10,003	27.0%
Fringe Benefits	79,692	6,250	6,641	391	62,477	66,410	3,933	21.6%
Services	53,730	8,922	4,478	(4,445)	27,858	44,775	16,917	48.2%
Supplies and Materials	4,575	96	381	285	1,325	3,813	2,488	71.0%
Utilities	5,220	432	435	3	4,320	4,350	30	17.2%
Casualty and Liability	7,894	657	658	1	6,570	6,578	8	16.8%
Taxes and Fees	100	-	8	8	-	83	83	100.0%
Miscellaneous	6,725	62	560	498	2,402	5,604	3,202	64.3%
Total Expenses	254,550	25,335	21,213	(4,123)	175,461	212,125	36,664	31.1%
Total Operating Surplus (Deficit)	\$ -	\$ (9,401)			\$ (10,334)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The negative variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD21, there is a decrease of 45,218 taxi trips compared to FYTD20.

Taxi Trips

	FY20-April	FY21-April	Variance	%Δ
Trips	3,239	15,171	11,932	368.4%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	137,545	92,327	(45,218)	-32.9%

Salaries and Wages

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

Fringe Benefits

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

Services

- The positive balance in services is primarily attributed to lower than anticipated legal fees.

Supplies and Materials

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

Utilities

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

Casualty and Liability

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

Taxes and Fees

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

Miscellaneous

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

SunLine Services Group
CONSENT CALENDAR

DATE: June 23, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – May 2021

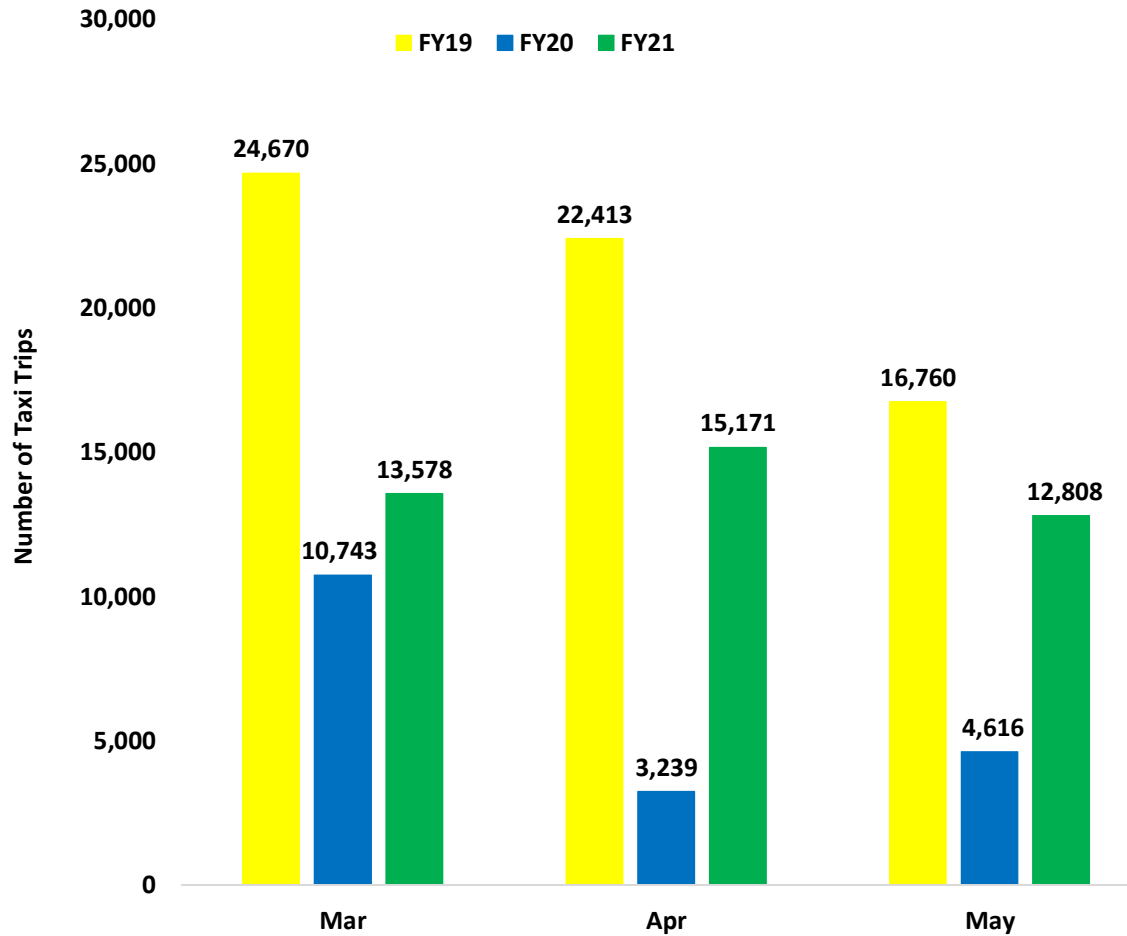
Summary:

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 8,192 more taxi trips in May 2021 compared to May 2020. The increase in trips for May 2021 is mainly attributed to relaxed COVID-19 travel restrictions and California reopening among lower COVID-19 case rates. There were 37,026 fewer taxi trips for FYTD21 compared to FYTD20.

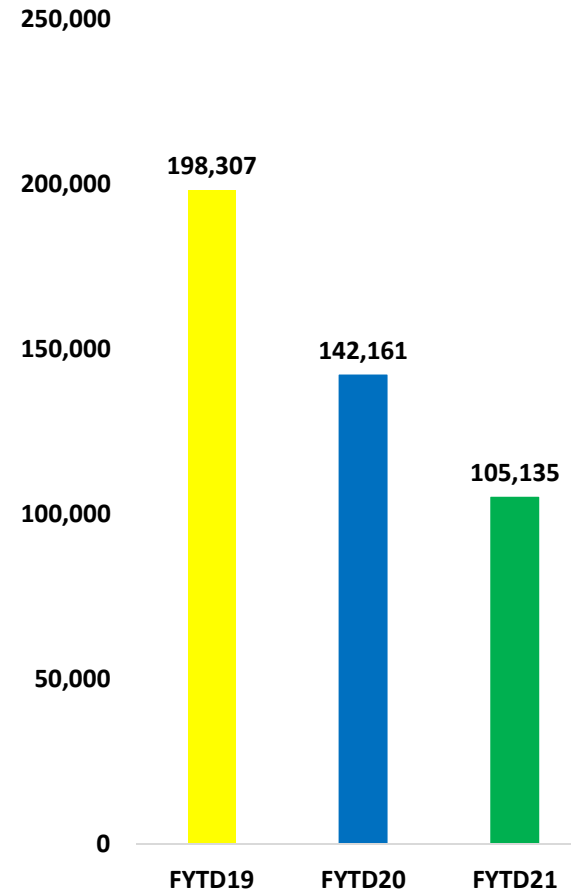
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of May 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 Services Group

DATE: June 23, 2021 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: SunLine Regulatory Administration FY22 Budget

Recommendation

Recommend that the Board of Directors adopt the proposed FY22 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 FY22 budget was brought before the Taxi Committee and Board of Directors on May 26, 2021, for discussion before the required approval in June. There have been no changes from the draft budget proposed at the May 26, 2021 Board meeting.

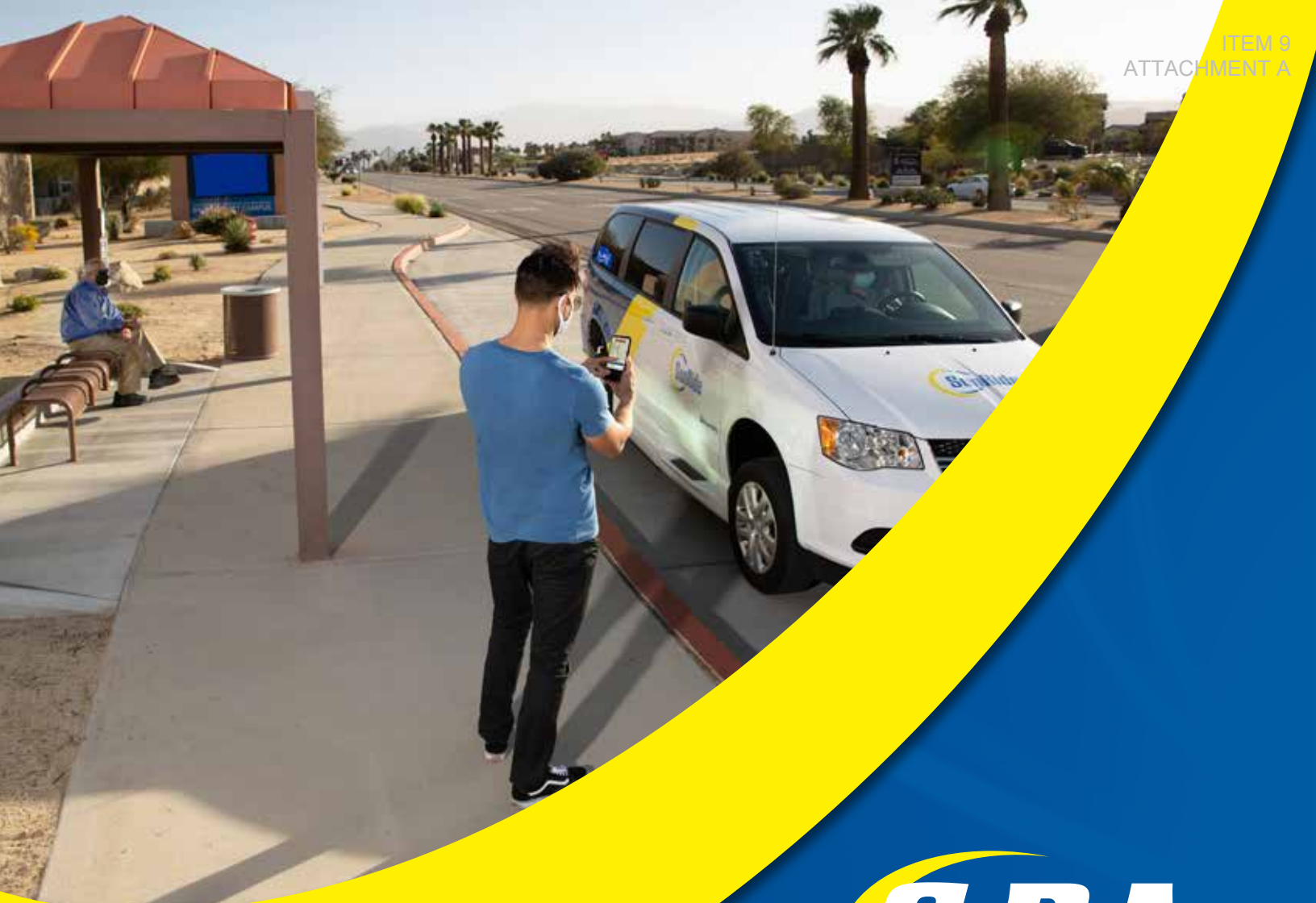
SRA is proposing a balanced budget of \$175,170 for FY22. The FY22 SRA budget reflects revenue estimates based on regulating three (3) taxi businesses. The expense estimates reflect a fiscally prudent budget across controlled expense categories.

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](#) – SSG FY22 Budget



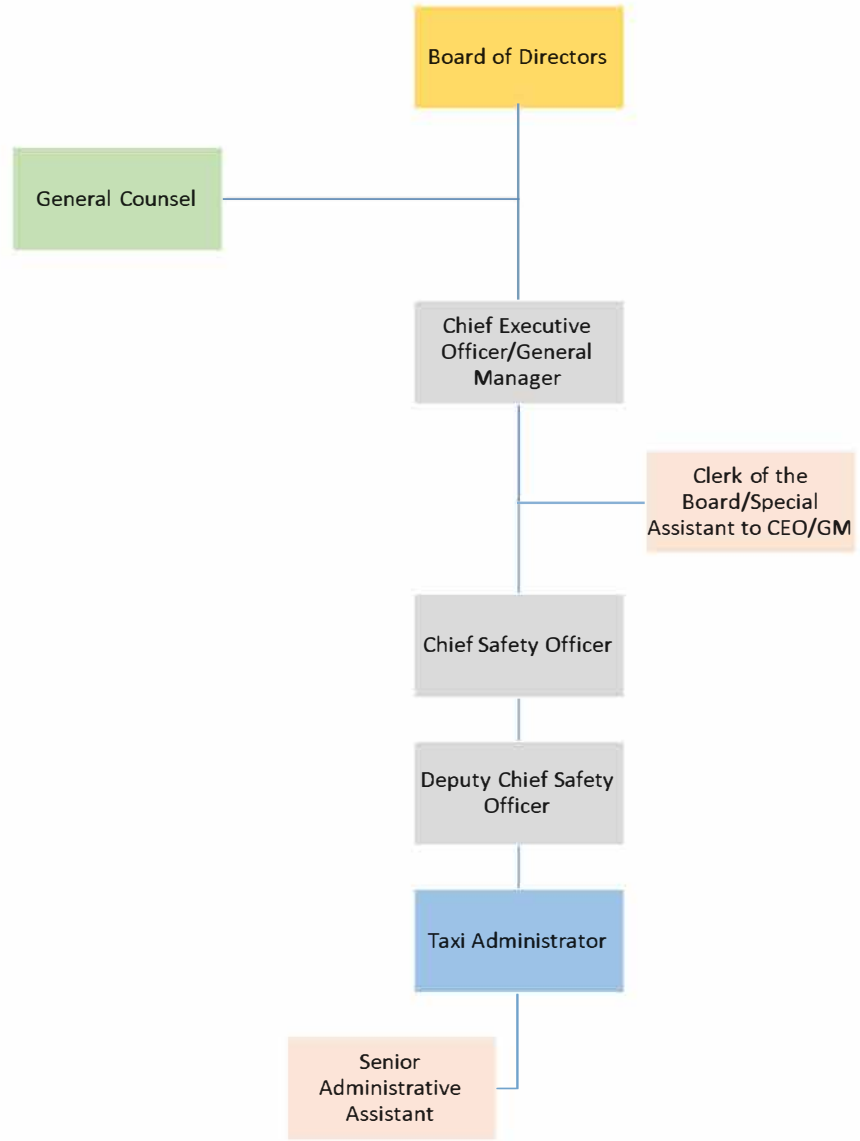
SUNLINE REGULATORY ADMINISTRATION

ANNUAL BUDGET

FISCAL YEAR 2022

TABLE OF CONTENTS

ORGANIZATIONAL CHART	1
FUNCTIONS AND RESPONSIBILITIES	2
REVENUE SUMMARY	3
TAXI FEES	4
EXPENSE REPORT	5
PERSONNEL SUMMARY.....	6
DETAILED EXPENSES	7 – 9





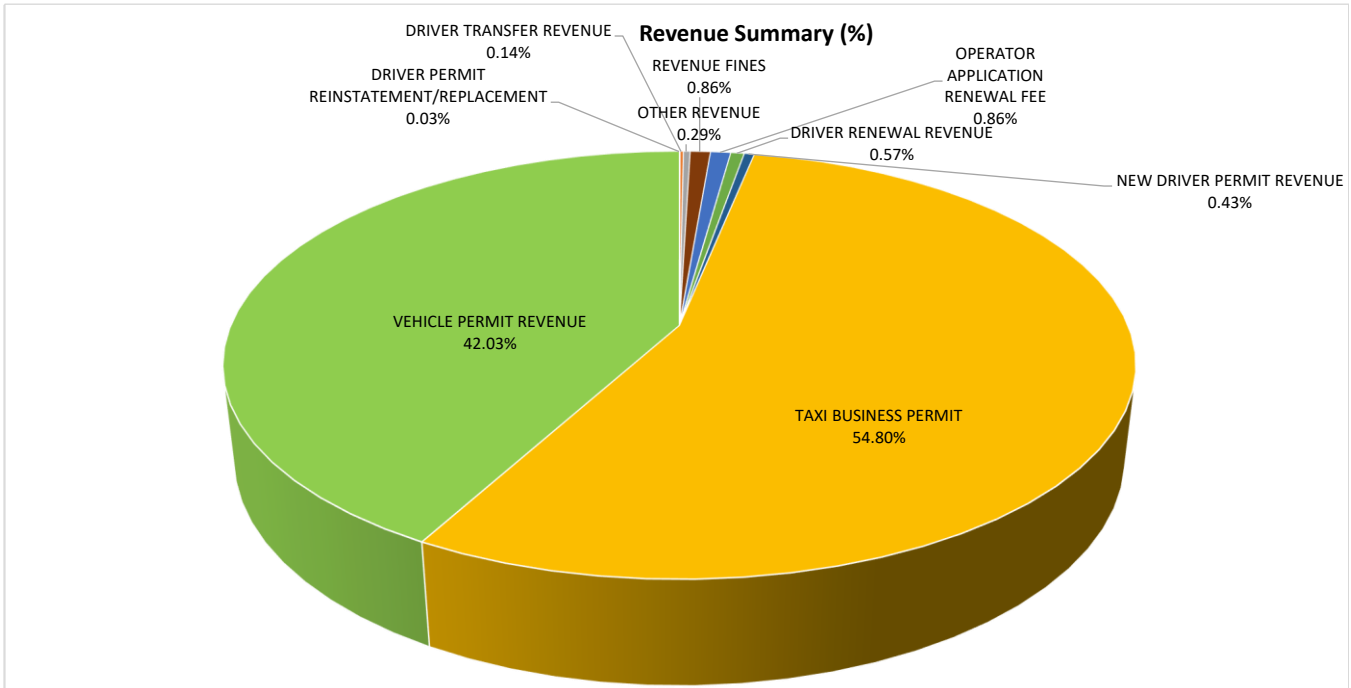
FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

- Work with taxi companies to improve public image and create community connections to assist in the continuance of making the industry a viable option to valley residents and guests.

REVENUE SUMMARY



Sources of Funding (Operating)	FY21 Approved Budget	FY21 Estimates	FY21 Variance	FY22 Proposed Budget	FY22 Variance
4010101200 REVENUE FINES	1,400	1,000	(400)	1,500	100
4010101500 NEW DRIVER PERMIT REVENUE	3,600	120,000	116,400	750	(2,850)
4010101550 TAXI BUSINESS PERMIT	120,000	200	(119,800)	96,000	(24,000)
4010101600 DRIVER TRANSFER REVENUE	500	2,533	2,033	250	(250)
4010101700 DRIVER RENEWAL REVENUE	2,500	-	(2,500)	1,000	(1,500)
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	73,521	73,471	50	-
4010101900 VEHICLE PERMIT REVENUE	124,500	1,069	(123,431)	73,620	(50,880)
4010102200 OTHER REVENUE	500	-	(500)	500	-
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
Total Revenue	254,550	198,923	(55,627)	175,170	(79,380)

Notes:

- The FY21 variance reflects the difference between FY21 estimated actuals and FY21 approved budget. The FY22 variance indicates the difference between FY22 proposed budget and FY21 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is approved at the April 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 2022 used in the calculation of the proposed budget.

Fees	FY21 Approved Fees	FY22 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	40,000	32,000	(8,000)
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 \$1,000.00 per occurrence

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimated Actuals	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010201600 ADMIN SALARIES	74,450	76,526	82,125	92,438	50,066	(42,372)
5010700000 ALLOCATED SALARIES	32,987	-	-	4,176	4,301	125
5029999999 TOTAL FRINGE BENEFITS	51,203	54,823	74,969	79,692	46,865	(32,827)
5030103240 BACKGROUND CHECK SERVICES	2,756	1,715	523	2,450	735	(1,715)
5030200000 PUBLIC NOTICES	-	134	-	280	280	-
5030300005 LEGAL SERVICES - GENERAL	79,445	27,476	14,432	30,000	30,000	-
5030300010 COMPUTER/NETWORK SUPPORT	-	-	-	1,000	1,000	-
5030303310 AUDIT SERVICES - EXTERNAL	10,000	3,500	-	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	-	14,406	9,507	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS	787	586	286	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	-	52	-	1,000	1,000	-
5039903800 OTHER SERVICES	750	594	500	1,000	1,000	-
5040101000 FUEL-CNG	224	45	-	500	500	-
5040404300 OFFICE SUPPLIES	2,387	2,045	558	2,500	2,500	-
5049900002 POSTAGE	300	467	504	502	120	(382)
5049900026 FACILITY MAINTENANCE	519	519	576	573	573	-
5049900032 REPAIR PARTS- TAXI VEHICLES	173	47	-	500	500	-
5050200001 UTILITIES	3,721	3,721	3,924	3,918	4,114	196
5050200003 TRASH PICK-UP	295	312	456	502	502	-
5050200006 COMMUNICATIONS	800	800	804	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	239	255	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	4,028	2,313	2,172	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	13,507	5,405	5,400	5,405	3,000	(2,405)
5079900000 FUEL TAXES	25	4	-	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	824	957	1,551	1,625	1,625	-
5090200000 TRAVEL AND TRAINING	1,462	2,674	733	4,000	4,000	-
5090801000 BANK SERVICE FEES	800	823	835	1,100	1,100	-
5090801060 BAD DEBT EXPENSE	663	320	-	-	-	-
5099900001 STAFF DEVELOPMENT	50	-	-	-	-	-
Total Expenses	282,395	200,519	200,167	254,550	175,170	(79,380)

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Authorized FTEs	FY22 Requested FTEs	Variance
1	Deputy Chief Safety Officer	0.25	0.25	0.00
1	Senior Administrative Assistant	1.00	0.75	(0.25)
1	Taxi Administrator	1.00	0.75	(0.25)
3	Total FTEs	2.25	1.75	(0.50)

Notes

- The Deputy Chief Safety Officer will apportion a small percentage of payroll allocation for taxi business responsibilities.
- The Taxi Administrator and Senior Administrative Assistant are budgeted as a portion of an FTE to account for wages allocated to

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010201600 ADMIN SALARIES	92,438	50,066	(42,372)
5010700000 ALLOCATED SALARIES	4,176	4,301	125
5029999999 TOTAL FRINGE BENEFITS	79,692	46,865	(32,827)
Sub-total	176,306	101,232	(75,074)
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	2,450	735	(1,715)
Sub-total	2,450	735	(1,715)
5030200000 PUBLIC NOTICES			
Public Notice	280	280	-
Sub-total	280	280	-
5030300005 LEGAL SERVICES - GENERAL			
General counsel	30,000	30,000	-
Sub-total	30,000	30,000	-
5030300010 COMPUTER/NETWORK SUPPORT			
Software Programs	1,000	1,000	-
Sub-total	1,000	1,000	-
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	10,000	10,000	-
Sub-total	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	1,000	1,000	-
Sub-Total	1,000	1,000	-
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	1,000	-
Sub-total	1,000	1,000	-
5040101000 FUEL-CNG			
Fuel for vehicles	500	500	-
Sub-total	500	500	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5040404300 OFFICE SUPPLIES			
Office supplies	2,500	2,500	-
Sub-total	2,500	2,500	-
5049900002 POSTAGE			
Postage and mailing expenses	502	120	(382)
Sub-total	502	120	(382)
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	573	573	-
Sub-total	573	573	-
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	3,918	4,114	196
Sub-total	3,918	4,114	196
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
Sub-total	502	502	-
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	-
5060401000 INSURANCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	5,405	3,000	(2,405)
Sub-total	5,405	3,000	(2,405)

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
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	1,625	-
Sub-total	1,625	1,625	-
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	1,100	-
Sub-total	1,100	1,100	-
Total Expenses	254,550	175,170	(79,380)



SunLine.org

 @SunLineTransit

 facebook.com/SunLineTransit

 @SunLineTransit

32505 Harry Oliver Trail | Thousand Palms, CA 92276

Serving the Coachella Valley

Bermuda Dunes · Cathedral City · Coachella · Desert Edge · Desert Hot Springs · Indian Wells · Indio · La Quinta · Mecca
North Shore · Oasis · Palm Desert · Palm Springs · Rancho Mirage · Thermal · Thousand Palms