



SunLine Services Group  
October 28, 2020  
11:30 a.m. – 12:00 p.m.

## AGENDA

### TAXI COMMITTEE Regular Meeting

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## 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/81682455537>

Meeting ID: 816 8245 5537

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 816 8245 5537

One tap mobile  
+16699009128,,81682455537#

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](mailto:clerkoftheboard@sunline.org) prior to October 27, 2020 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.

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**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 August 2020](#)

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**ITEM**

- 8b) Monthly Budget Variance Report for August 2020
- 8c) Taxi Trip Data – September 2020
- 8d) Metric (Taxi Revenue vs Taxi Expense) August 2020

- 9. **SUNRIDE MICROTRANSIT PILOT PROGRAM  
(PHASE II) – TRANSPORTATION PROVIDERS**  
(Staff: Michal Brock, Taxi Administrator)

- 10. **ADJOURN**

**RECOMMENDATION**

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- (PAGE 9-10)
- (PAGE 11-12)

- INFORMATION**  
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**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: October 28, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for August 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  
August 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities 8/7/2020	90812	08/12/2020	3,606.85
SUNLINE TRANSIT AGENCY	Payroll Liabilities 08/21/2020	90819	08/26/2020	3,606.85
<b>Total Checks Over \$1,000</b>	\$7,213.70			
<b>Total Checks Under \$1,000</b>	\$2,043.67			
<b>Total Checks</b>	\$9,257.37			

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: October 28, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for August 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 1/12<sup>th</sup> 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.

- As of August 31, 2020, the organization's revenues are unfavorable by \$11,583 or 27.3% below the FYTD budget. Expenditures are \$11,827 below budget or 27.9% below the FYTD budget.
  - The net FYTD operating gain (loss) after expenses is \$243.

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
August 2020

Description	FY21 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	1,400	50	117	(67)	550	233	317	60.7%
New Driver Permit Revenue	3,600	75	300	(225)	75	600	(525)	97.9%
Taxi Business Permit	120,000	10,000	10,000	(0)	20,000	20,000	(0)	83.3%
Driver Transfer Revenue	500	25	42	(17)	25	83	(58)	95.0%
Driver Renewal Revenue	2,500	125	208	(83)	200	417	(217)	92.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	8	(8)	100.0%
Vehicle Permit Revenue	124,500	5,275	10,375	(5,100)	9,992	20,750	(10,758)	92.0%
Other Revenue	500	-	42	(42)	-	83	(83)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	250	(250)	100.0%
<b>Total Revenue</b>	<b>254,550</b>	<b>15,550</b>	<b>21,213</b>	<b>(5,663)</b>	<b>30,842</b>	<b>42,425</b>	<b>(11,583)</b>	<b>87.9%</b>
<b>Expenses:</b>								
Salaries and Wages	96,614	6,853	8,051	1,198	14,981	16,102	1,122	84.5%
Fringe Benefits	79,692	4,885	6,641	1,756	11,133	13,282	2,149	86.0%
Services	53,730	1,598	4,478	2,879	1,854	8,955	7,101	96.5%
Supplies and Materials	4,575	207	381	174	327	763	435	92.8%
Utilities	5,220	432	435	3	864	870	6	83.4%
Casualty and Liability	7,894	657	658	-	1,314	1,316	2	83.4%
Taxes and Fees	100	-	8	8	-	17	17	100.0%
Miscellaneous	6,725	61	560	499	125	1,121	995	98.1%
<b>Total Expenses</b>	<b>254,550</b>	<b>14,694</b>	<b>21,213</b>	<b>6,518</b>	<b>30,598</b>	<b>42,425</b>	<b>11,827</b>	<b>88.0%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 856</b>			<b>\$ 243</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

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**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 9,134 taxi trips compared to FYTD FY20.

**Taxi Trips**

	FY20-August	FY21-August	Variance	%Δ
Trips	11,560	7,283	(4,277)	-37.0%

**Taxi Trips**

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	23,105	13,971	(9,134)	-39.5%

**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 are 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 - Unfavorable**

- 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: October 28, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – September 2020

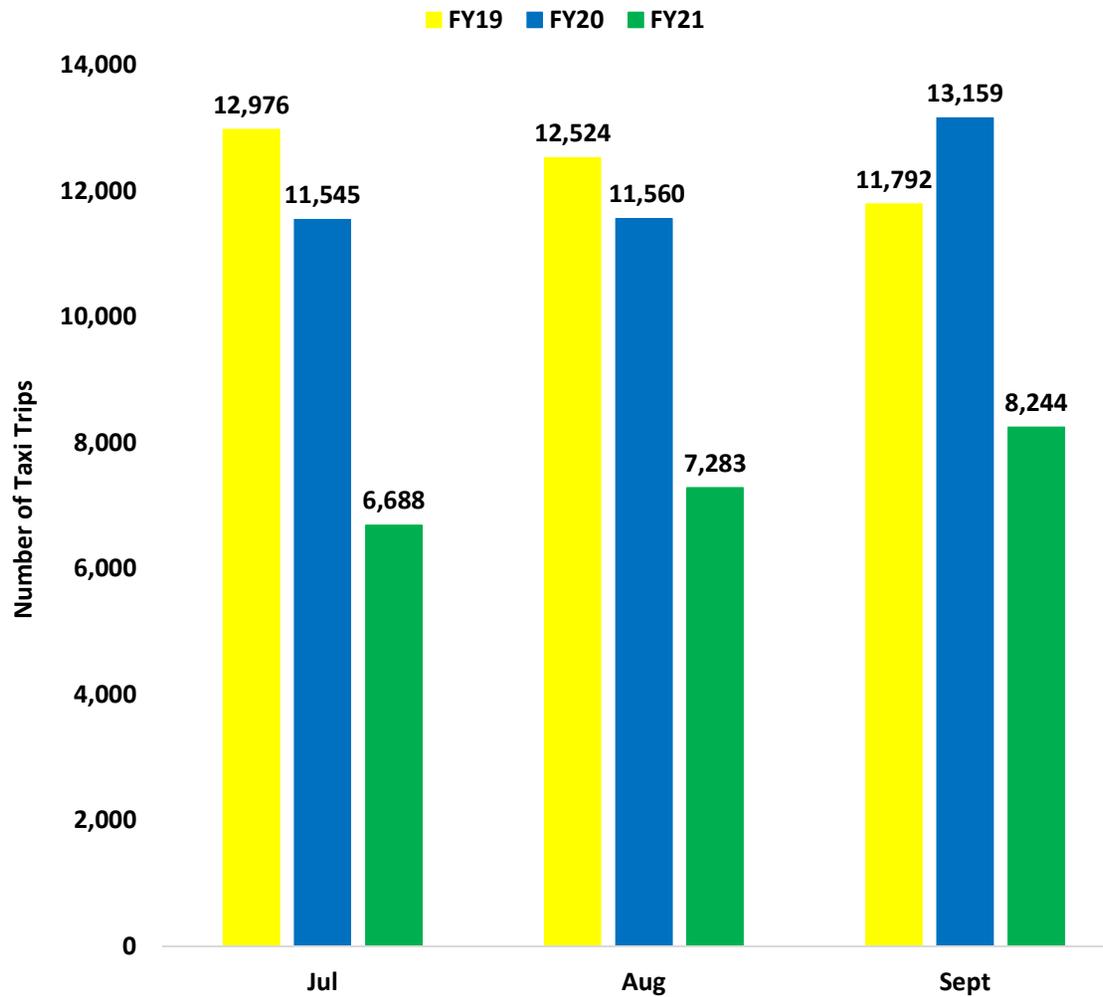
Summary:

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 4,915 fewer taxi trips in September 2020 compared to September 2019. The decrease in trips is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 14,049 fewer taxi trips for FYTD21 compared to FYTD20.

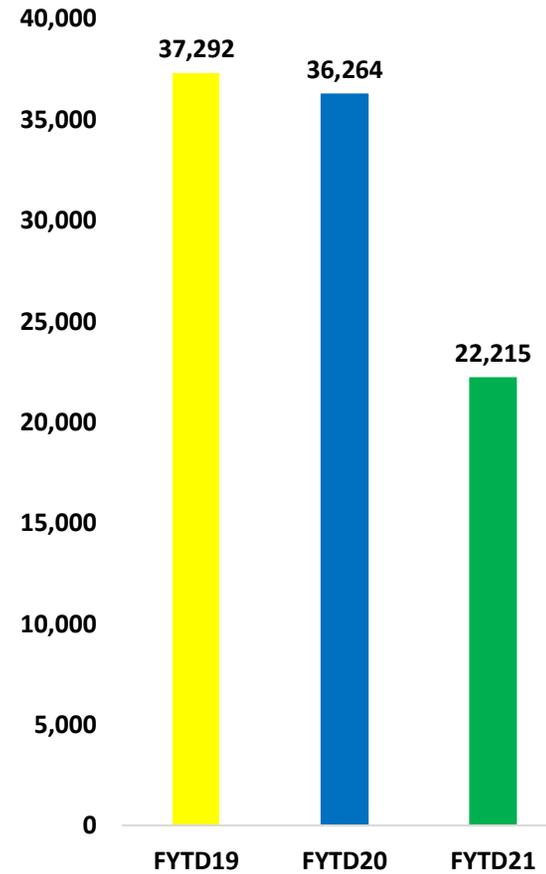
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison - As of Sept. 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: October 28, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) August 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.

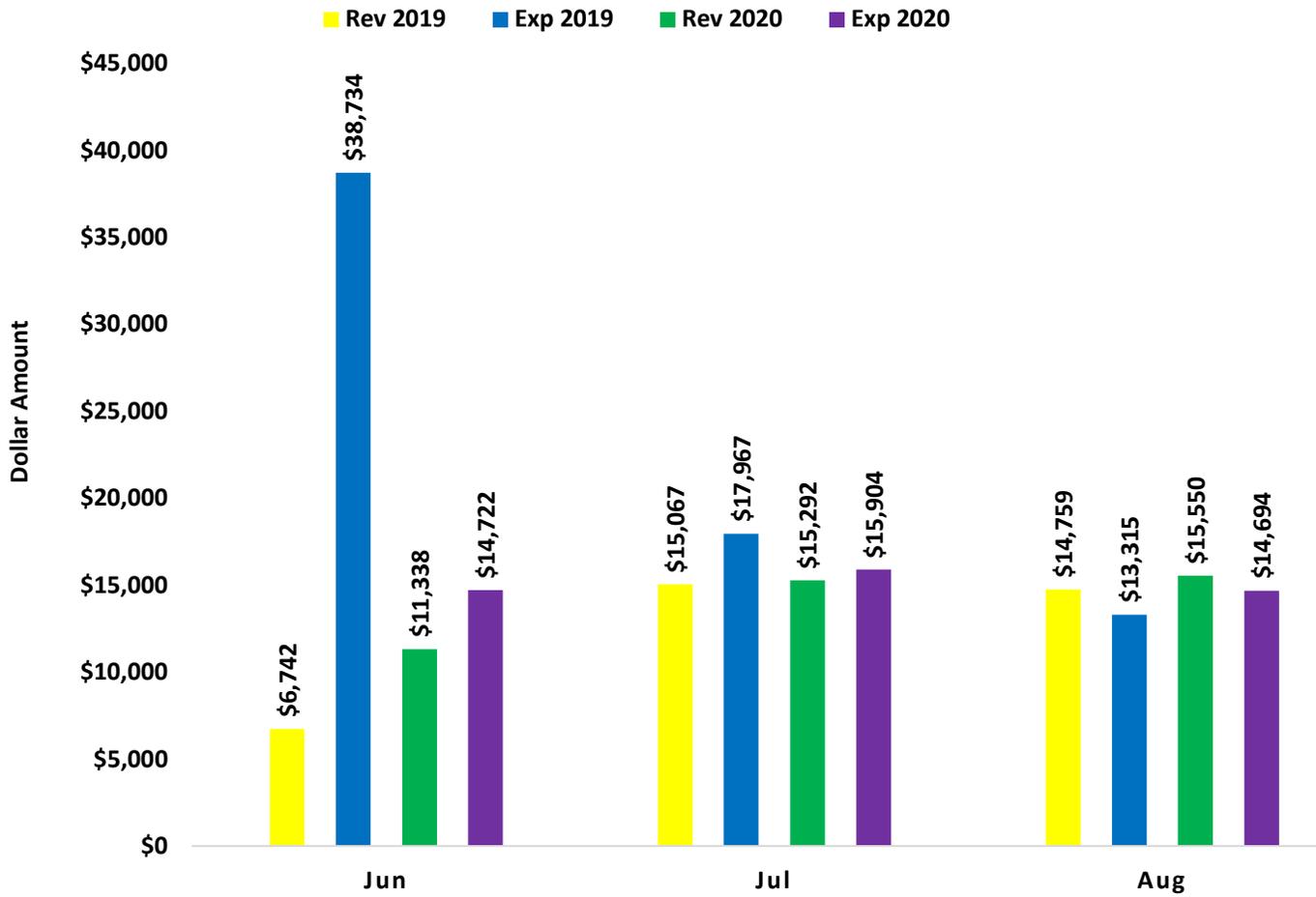
For August:

- Variance chart displays the total variance between revenue and expense occurring to date for fiscal year 2021.
- Revenues for the current fiscal year are greater than expenses by \$243.
- The favorable variance for August 2020 is within an acceptable range.

Recommendation:

Receive and file.

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



### Variance FYTD August 2020



The left chart compares Revenues vs. Expenses for the three (3) most recent months in the calendar year. The right chart measures Revenues vs. Expenses for FY21.

**SunLine Services Group**

**DATE:** October 28, 2020 **INFORMATION**

**TO:** Taxi Committee

**FROM:** Michal Brock, Taxi Administrator

**RE:** SunRide Microtransit Pilot Program (Phase II) – Transportation Providers

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**Background**

SunLine received a Congestion Mitigation and Air Quality (CMAQ) grant to operate a three (3) year microtransit ridesharing pilot program in the Coachella Valley. The first phase of this pilot program launched in January 2020. Through a partnership with College of the Desert (COD), a select group of students were invited to test this new form of on-demand transportation service. Students received free rides to and from campus, and between the Palm Desert and Indio campuses. Staff was in the process of expanding the program to more students when the service was abruptly terminated after just seven (7) weeks, as COD closed campus in response to the COVID-19 pandemic.

Phase II of this pilot program will introduce and test the microtransit concept in a public setting with goals of attracting new ridership through the convenience of app-based technology and increasing ridership to the fixed route bus network by bridging the gap between first mile/last mile challenges. Additionally, contracting this service out allows SunLine to test the viability and sustainability of public/private partnerships while maintaining the high quality safety standards valued by this Agency.

The Agency received proposals from two out of the three local taxi businesses to perform the transportation services for this phase of the pilot program. Further discussions and clarifications will be held to resolve the final pricing and the distribution of service between the two providers. Further assistance and guidance will be given to the providers on the technical specifications required by the Agency. A minimum of one (1) driver/vehicle dedicated to each of the four (4) geo-fence zones during the program operation hours will be required. The driver(s) will be required to arrive at the requested pickup location in each respective zone within an average of 10 minutes, and a maximum of no later than 15 minutes, from the time service is requested.

Today, staff is bringing forth an action item before the Finance/Audit Committee and the SunLine Transit Agency Board of Directors recommending the approval to negotiate and execute contracts with both taxi businesses to perform transportation services starting January 4, 2021.