



SunLine Services Group
March 27, 2024
11:20 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 January 2024	(PAGE 3-4)
8b) SSG Monthly Budget Variance Report for January 2024	(PAGE 5-7)
8c) Taxi Trip Data – February 2024	(PAGE 8-9)
9. RESOLUTION NO. 097 SETTING SPECIAL MUSIC FESTIVAL VENUE FEE (Staff: Jill Plaza, Taxi/Contracted Transportation Services Administrator)	APPROVE (PAGE 10-12)
10. RESOLUTION NO. 098 SETTING FY25 SUNLINE SERVICES GROUP (SSG) TAXICAB PERMITTING FEES (Staff: Jill Plaza, Taxi/Contracted Transportation Services Administrator)	APPROVE (PAGE 13-19)
11. ADJOURN	

SunLine Services Group

CONSENT CALENDAR

DATE: March 27, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for January 2024

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
January 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 01/05/2024	91265	01/10/2024	6,105.25
Total Checks Over \$1,000	\$6,105.25			
Total Checks Under \$1,000	\$1,194.72			
Total Checks	\$7,299.97			

SunLine Services Group**CONSENT CALENDAR**

DATE: March 27, 2024

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for January 2024

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 January 2024 are equal to 7/12^{ths} of the yearly budget.

Year to Date Summary

- As of January 31, 2024, the organization's revenues are \$17,110 or 14.84% above the FYTD budget.
- As of January 31, 2024, expenditures are \$30,859 or 26.76% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$47,968.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
January 2024

Description	FY24 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	3,500	525	292	233	14,185	2,042	12,144	-305.3%
New Driver Permit Revenue	750	75	63	13	1,050	438	613	-40.0%
Taxi Business Permit	96,000	8,825	8,000	825	64,221	56,000	8,221	33.1%
Driver Transfer Revenue	125	-	10	(10)	175	73	102	-40.0%
Driver Renewal Revenue	1,800	250	150	100	1,400	1,050	350	22.2%
Driver Permit Reinstatement/Replacement	-	10	-	10	20	-	20	0%
Vehicle Permit Revenue	94,000	8,069	7,833	235	51,369	54,833	(3,465)	45.4%
Operator Application Fee	1,500	-	125	(125)	-	875	(875)	100.0%
Total Revenue	197,675	17,754	16,473	1,281	132,420	115,310	17,110	14.8%
Expenses:								
Salaries and Wages	94,908	1,791	7,909	6,118	47,383	55,363	7,980	50.1%
Fringe Benefits	41,202	6,142	3,434	(2,709)	27,264	24,035	(3,229)	33.8%
Services	39,609	23	3,301	3,278	1,265	23,105	21,840	96.8%
Supplies and Materials	3,965	457	330	(127)	901	2,313	1,412	77.3%
Utilities	5,802	-	484	484	2,418	3,385	967	58.3%
Casualty and Liability	5,589	-	466	466	2,329	3,260	932	58.3%
Taxes and Fees	100	-	8	8	-	58	58	100.0%
Miscellaneous	6,500	165	542	377	2,892	3,792	899	55.5%
Total Expenses	197,675	8,578	16,473	7,895	84,452	115,310	30,859	26.8%
Total Operating Surplus (Deficit)	\$ -	\$ 9,176			\$ 47,968			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to fine revenue.
- As of FYTD24, there is a decrease of 10,932 taxi trips compared to FYTD23.

Taxi Trips

	FY23-January	FY24-January	Variance	%Δ
Trips	11,887	9,147	(2,740)	-23.1%

Taxi Trips

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	68,159	57,227	(10,932)	-16.0%

Salaries and Wages

- Wage expenses are within an acceptable range of the budget

Fringe Benefits

- Fringe benefit expenses are unfavorable for the month of January due to a timing difference in the payout of accruals for a terminated employee

Services

- The favorable variance in services is due to costs not yet incurred for legal and audit services

Supplies and Materials

- Supplies and material 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: March 27, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – February 2024

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.

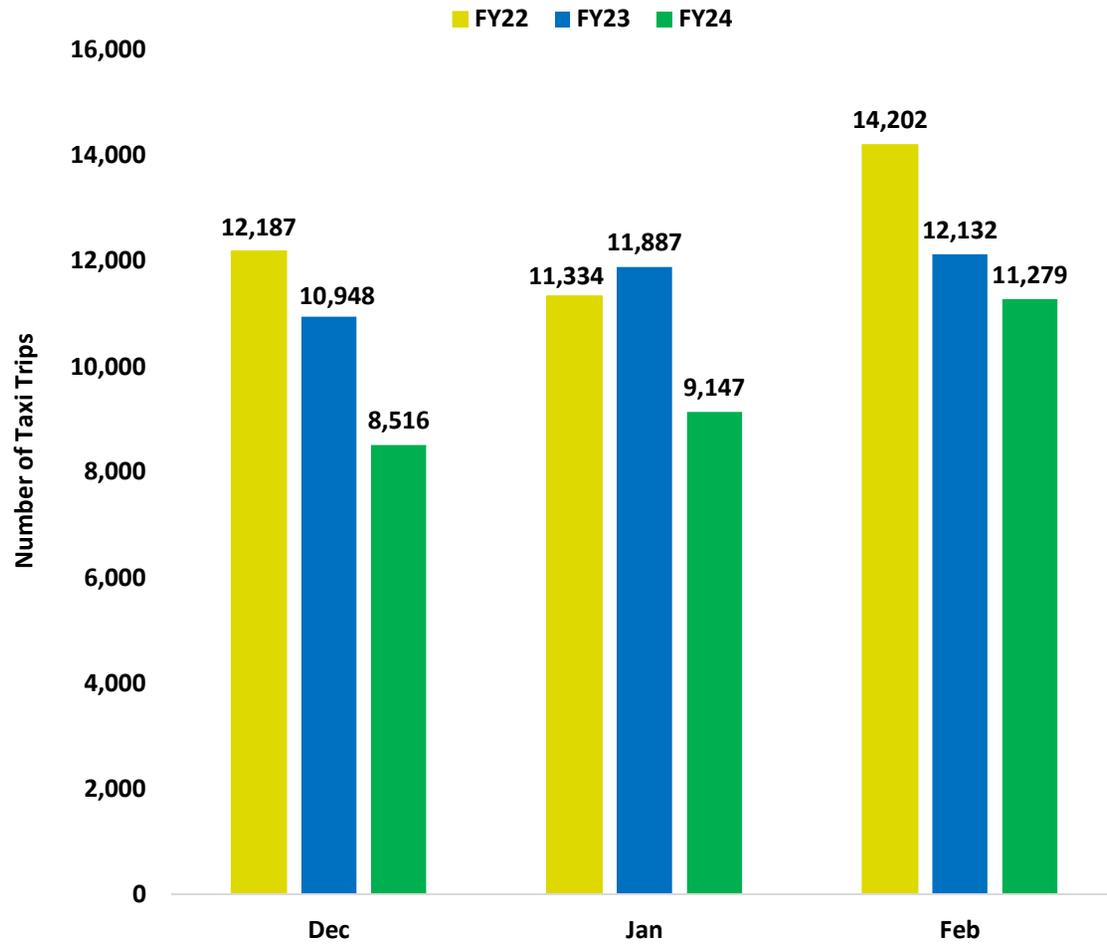
For the month of February, there were 853 fewer taxi trips serviced by four (4) fewer cabs compared to February 2023 (72 cabs in 2024 compared to 76 cabs in 2023).

There were 11,785 fewer taxi trips for FYTD24 compared to FYTD23.

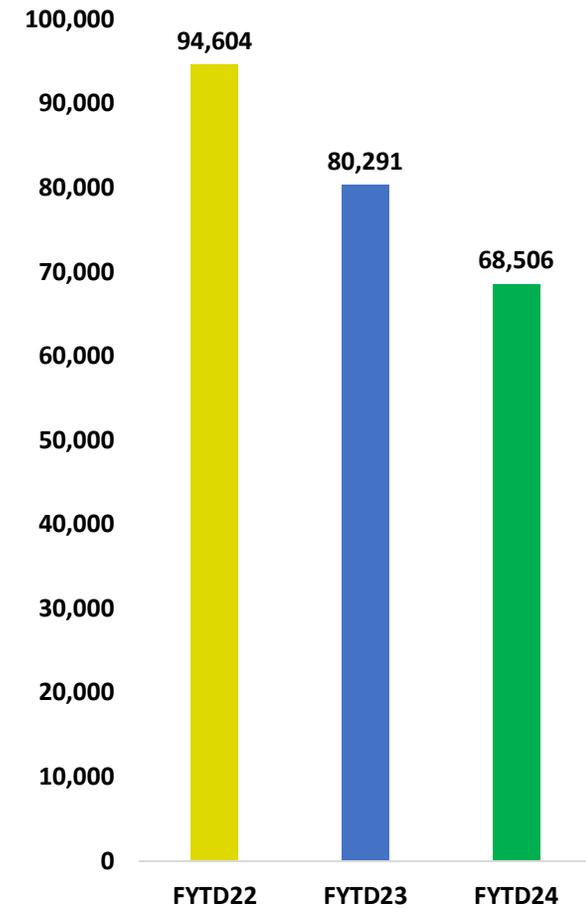
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of February 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 FY22, FY23, and FY24.

SunLine Services Group

DATE: **March 27, 2024** **ACTION**

TO: **Taxi Committee**
Board of Directors

FROM: **Jill Plaza, Taxi/Contract Transportation Services Administrator**

RE: **Resolution No. 097 Setting Special Music Festival Venue Fee**

Recommendation

Staff recommends that the Board of Directors approve Resolution No. 097, allowing for a special event pick up fee of \$35 to be charged for taxicab pickups made at the Coachella and Stagecoach Festivals between April 12, 2024 and April 29, 2024.

Background

In accordance with SunLine Services Group Ordinance No. 2021-01, Section 1.070(C), “The Board may from time to time establish maximum flat rates for special events or fixed routes.” Since 2016 the taxi companies of the Coachella Valley have requested an amendment to the Taxi Fee Resolution allowing for an event pick up fee to be charged for the Coachella and Stagecoach music festivals. The Board is requested to approve a maximum flat rate fee of \$35 for the 2023 Coachella and Stagecoach music festivals. The fee provides incentive for drivers to wait at the taxi pick up area, giving patrons the option of taking a taxi. A line item allowing for a maximum flat rate fee of \$35 to be charged for Coachella and Stagecoach music festival pick-ups has been added to the FY25 Taxicab Permitting Fee Schedule.

The fee shall be restricted to only those trips that originate from the area designated for taxicab pickups by the festival organizers. The \$35 fee will only be effective from the start of the first music festival, April 12, 2024 to April 29, 2024.

Financial Impact

None.

Attachment:

- [Item 9a](#) – Resolution No. 097

SUNLINE SERVICES GROUP

RESOLUTION NO. 097

RESOLUTION ADOPTING SPECIAL MUSIC FESTIVAL VENUE FEE FOR THE PERIOD STARTING APRIL 12, 2024 AND ENDING AT THE LAST FESTIVAL APRIL 29, 2024

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to regulate fares and charges imposed by taxicab services on customers within the Coachella Valley; and

WHEREAS, the Board of Directors hereby finds that the maximum special music festival venue fee established herein is reasonable and helps the taxicab industry be competitive within the Coachella Valley and furthers protection of public health, safety and welfare;

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

Section 1. That the following fee may be charged for pick-up at the Coachella and Stage Coach Festivals.

The following fee is effective April 12, 2024 to the end of the last festival April 29, 2024.

Special Music Festival Venue Fee	\$ 35.00
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ADOPTED THIS 27th DAY OF March, 2024

ATTEST:

Edith Hernandez
Clerk of the Board
SunLine Services Group

Lisa Middleton
Chairperson of the Board
SunLine Services Group

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, EDITH HERNANDEZ, Clerk of the Board of Directors of the 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____.

Edith Hernandez
Clerk of the Board
SunLine Services Group

SunLine Services Group

DATE: March 27, 2024 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Jill Plaza, Taxi/Contracted Transportation Services Administrator

RE: Resolution No. 098 Setting FY25 SunLine Services Group (SSG)
Taxicab Permitting Fees

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 098 which sets taxicab permitting fees and a 12-month installment payment plan effective July 1, 2024 through June 30, 2025.

Background

California Government Code 53075.5 authorizes SunLine Services Group (SSG) to levy fees in an amount sufficient to cover the costs of carrying out an ordinance relating to taxicab transportation services. These fees are proposed in each calendar year in preparation of the yearly budget process. For Fiscal Year 2025 (FY25), staff presented a proposed fee schedule to the Board of Directors at the February 28, 2024 Board meeting. During this meeting, no concerns were raised on the proposed fee schedule.

Since the goal of SSG is to operate a balanced budget, revenues and expenses must be analyzed each year. Given the current industry trends, staff anticipates that revenues for FY25 will fall short of FY24 estimates. In lieu of increasing fees to the taxi operators, staff focused on reducing expenditures as much as possible while maintaining regulatory compliance. Based on current budgetary projections, staff believe the proposed fee schedule would still be sufficient to cover operating cost for FY25. SSG does carry a strategic reserve which covers items such as variances to budgetary assumptions and industry fluctuations which would allow for uninterrupted continuity of SunLine Regulatory Administration.

Staff proposes no change to the FY25 regulatory fees and recommends that the installment plans for the annual business permit and vehicle permits remain in place. A special music festival venue fee has been added to the fee schedule. In the past, this fee schedule was added mid-year via a special resolution. This fee would allow the taxi operators to charge a maximum flat rate charge of \$35 for the Coachella and Stagecoach music festival pick-ups. This fee goes directly to the taxi industry and is not used to balance the SSG budget.

Financial Impact

The proposed fee schedule is expected to create a balanced FY25 budget to carryout SRA's regulatory mandate.

Attachment:

- [Item 10a](#) – Resolution No. 098
- [Item 10b](#) – FY25 SSG Fee Schedule

SUNLINE SERVICES GROUP

RESOLUTION NO. 098

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. 2021-01 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. 2021-01:

- 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. 2021-01.
- 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. 2021-01.
- 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 2021-01, 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
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
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
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, 2024 through June 1, 2025, 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, 2024 through June 1, 2025. 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 21, 2024.

- (b) Taxicabs permitted after June 21, 2024 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 that the payment is delinquent, not to exceed \$1,000.00.

5. Special Music Festival Venue Fee.

5.1 The following fee of \$35 may be charged for pick-up at the Coachella and Stage Coach Festivals and is effective April 11, 2025 to the end of the last festival April 28, 2025.

6. This Resolution shall take effect July 1, 2024.

ADOPTED this 27th day of March, 2024.

ATTEST:

Edith Hernandez
Clerk of the Board
SunLine Services Group

Lisa Middleton
Chairperson of the Board
SunLine Services Group

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, EDITH HERNANDEZ, 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__.

Edith Hernandez
Clerk of the Board
SunLine Services Group

FY25 SSG FEE SCHEDULE

Fee Description	FY23 Fee Amount	FY24 Fee Amount	Proposed FY25 Fee Amount	Variance
New Taxicab Application	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
Annual Business Permit	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -
Business Permit Reinstatement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Annual Vehicle Permit (Gasoline/Diesel)	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ -
Annual Vehicle Permit (Hybrid ¹ /Alt Fuel ²)	\$ 850.00	\$ 850.00	\$ 850.00	\$ -
Annual Vehicle Permit (WAV ³ /Zero Emission ⁴)	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
Vehicle Permit Reinstatement	\$ 65.00	\$ 65.00	\$ 65.00	\$ -
New Driver Permit	\$ 75.00	\$ 75.00	\$ 75.00	\$ -
Driver Permit Renewal	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Transfer	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Reinstatement	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Replacement	\$ 10.00	\$ 10.00	\$ 10.00	\$ -
Appeal Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
Late Fee ⁵ (for late payment of invoices)	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Special Music Festival Venue Fee	\$ 35.00	\$ 35.00	\$ 35.00	\$ -

^[1] "Hybrid" means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)

^[2] "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate

^[3] "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.

^[4] "Zero Emission" means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)