



SunLine Services Group
June 22, 2022
11:30 a.m. – 11:50 a.m.

AGENDA

TAXI COMMITTEE **Regular Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular 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/88019664075>

Meeting ID: 880 1966 4075

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 880 1966 4075

One tap mobile
+16699009128,,88019664075#

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: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to June 21, 2022 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. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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 2022](#)

(PAGE 4-5)

ITEM

RECOMMENDATION

8b) SSG Monthly Budget Variance Report for
April 2022

(PAGE 6-8)

8c) Taxi Trip Data – May 2022

(PAGE 9-10)

**9. ADOPTION OF SUNLINE REGULATORY
ADMINISTRATION FY23 BUDGET**

APPROVE
(PAGE 11-23)

(Staff: Luis Garcia, Controller/Assistant Chief Financial
Officer)

10. ADJOURN

SunLine Services Group

CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 2022

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 2022

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/01/2022	91041	04/13/2022	5,218.28
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/15/2022	91044	04/20/2022	5,218.28
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	91046	04/28/2022	4,287.50
SUNLINE TRANSIT AGENCY	Overhead Allocations Apr 2022	91039	04/07/2022	2,461.67
ROBERT HALF	Temporary Help	91050	04/28/2022	1,888.95
ROBERT HALF	Temporary Help	91040	04/13/2022	1,359.20
ROBERT HALF	Temporary Help	91038	04/07/2022	1,078.87
NELSON/NYGAARD CONSULTING ASSOCIATES,	Legal Services	91048	04/28/2022	1,020.00
Total Checks Over \$1,000	\$22,532.75			
Total Checks Under \$1,000	\$2,609.06			
Total Checks	\$25,141.81			

SunLine Services Group**CONSENT CALENDAR**

DATE: June 22, 2022

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2022

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 2022 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2022, the organization's revenues are \$26,899 or 18.43% above the FYTD budget.
- As of April 30, 2022, expenditures are \$27,886 or 19.10% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$54,784.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
April 2022

Description	FY22 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	900	125	775	3,500	1,250	2,250	-133.3%
New Driver Permit Revenue	750	375	63	313	1,050	625	425	-40.0%
Taxi Business Permit	96,000	8,000	8,000	0	80,026	80,000	26	16.6%
Driver Transfer Revenue	250	75	21	54	625	208	417	-150.0%
Driver Renewal Revenue	1,000	150	83	67	1,925	833	1,092	-92.5%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	10	42	(32)	80.0%
Vehicle Permit Revenue	73,620	8,796	6,135	2,661	84,093	61,350	22,743	-14.2%
Other Revenue	500	-	42	(42)	1,645	417	1,228	-229.0%
Operator Application Fee	1,500	-	125	(125)	-	1,250	(1,250)	100.0%
Total Revenue	175,170	18,296	14,598	3,698	172,874	145,975	26,899	1.3%
Expenses:								
Salaries and Wages	54,367	2,410	4,531	2,121	36,125	45,306	9,181	33.6%
Fringe Benefits	46,865	4,792	3,905	(887)	50,896	39,054	(11,842)	-8.6%
Services	52,015	8,267	4,335	(3,932)	17,950	43,346	25,396	65.5%
Supplies and Materials	4,193	298	349	51	2,010	3,494	1,484	52.1%
Utilities	5,416	451	451	-	4,513	4,513	-	16.7%
Casualty and Liability	5,489	457	457	-	4,574	4,574	-	16.7%
Taxes and Fees	100	-	8	8	-	83	83	100.0%
Miscellaneous	6,725	63	560	498	2,021	5,604	3,583	69.9%
Total Expenses	175,170	16,739	14,598	(2,141)	118,090	145,975	27,886	32.6%
Total Operating Surplus (Deficit)	\$ -	\$ 1,557			\$ 54,784			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is primarily attributed to an increase in permitted vehicles.
- As of FYTD22, there is an increase of 44,035 taxi trips compared to FYTD21.

Taxi Trips				
	FY21-April	FY22-April	Variance	%Δ
Trips	15,171	15,236	65	0.4%

Taxi Trips				
	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	92,327	136,362	44,035	47.7%

Salaries and Wages

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

Fringe Benefits

- The unfavorable amount in fringe benefit expenses is attributed to fewer than anticipated expense allocations to SunLine Transit Agency.

Services

- The positive balance in services is primarily attributed to fewer than anticipated legal expenses.

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

- The favorable balance is attributed to fuel tax savings related to SRA staff not utilizing vehicle.

Miscellaneous

- The positive variance in miscellaneous expenses are attributed to savings in travel and membership fees which have not yet been incurred.

SunLine Services Group**CONSENT CALENDAR**

DATE: June 22, 2022

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – May 2022

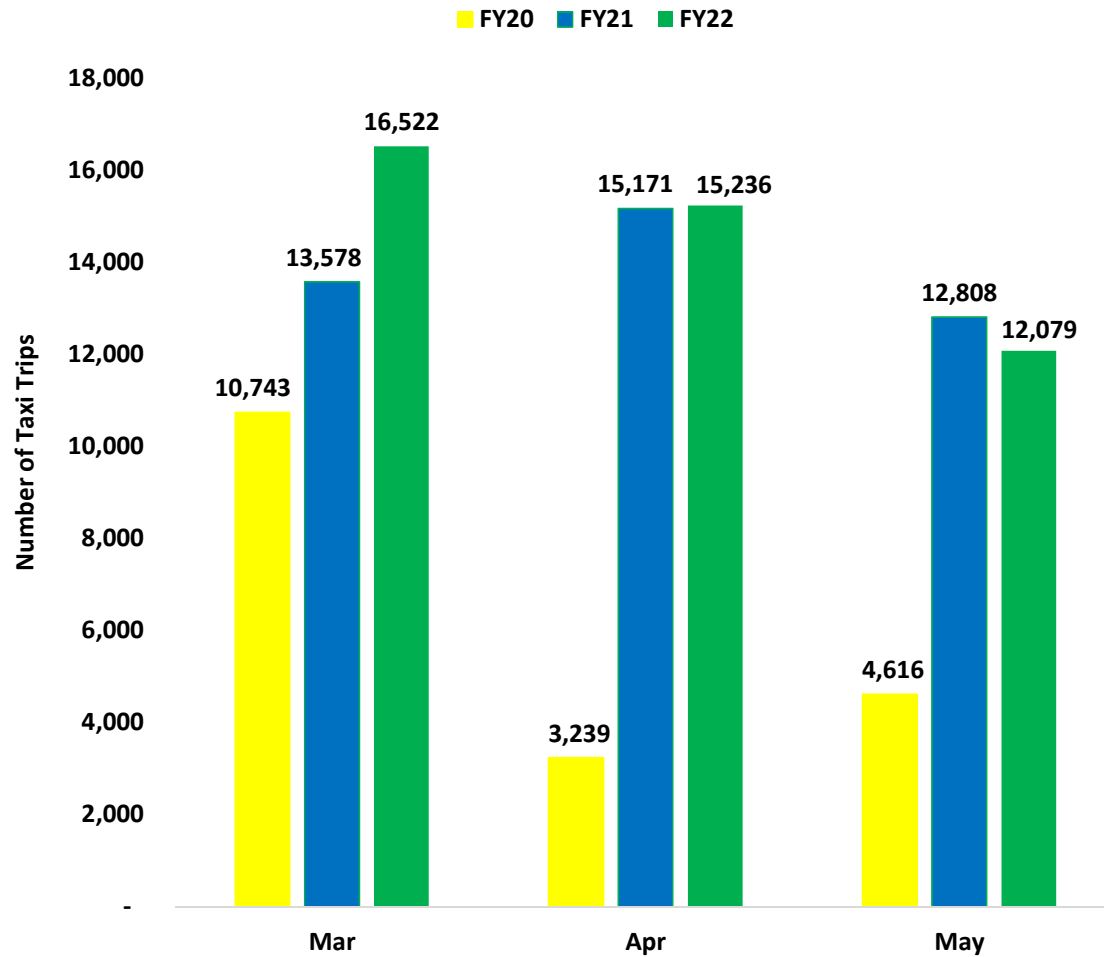
Summary:

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 729 fewer taxi trips in May 2022 serviced by 13 more cabs compared to May 2021 (65 cabs in 2022 compared to 52 cabs in 2021). The decrease in trips for May 2022 is mainly attributed to a decrease in demand associated with seasonal fluctuations. There were 33,306 more taxi trips for FYTD22 compared to FYTD21.

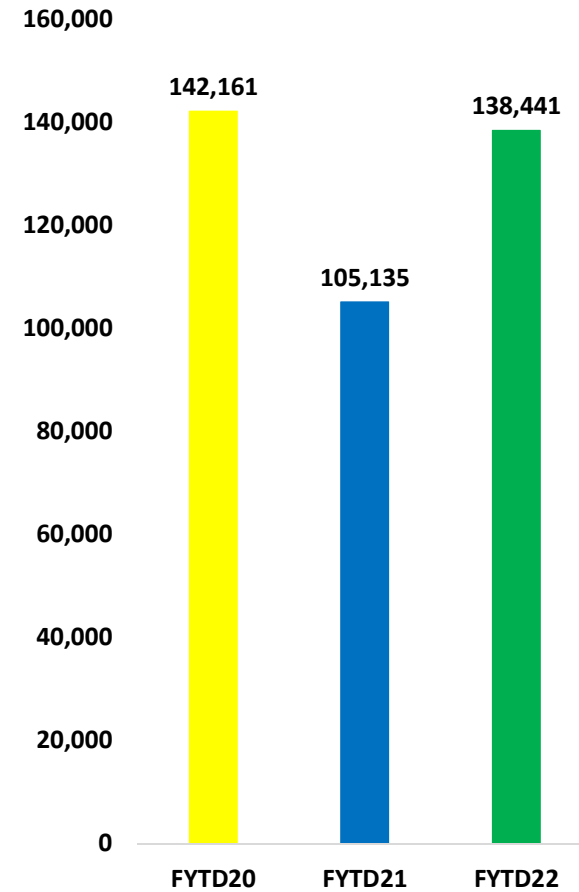
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of May 2022



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 FY20, FY21 and FY22.

SunLine Services Group

DATE: June 22, 2022 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Luis Garcia, Controller/Assistant Chief Financial Officer

RE: Adoption of SunLine Regulatory Administration FY23 Budget

Recommendation

Recommend that the Board of Directors adopt the proposed FY23 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 FY23 budget was brought before the Taxi Committee and Board of Directors on May 25, 2022, for discussion before the required approval in June. There have been no changes from the draft budget proposed at the May 25, 2022 Board meeting.

SRA is proposing a balanced budget of \$187,200 for FY23. The FY23 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](#) – FY23 SSG Budget Book



SUNLINE REGULATORY ADMINISTRATION

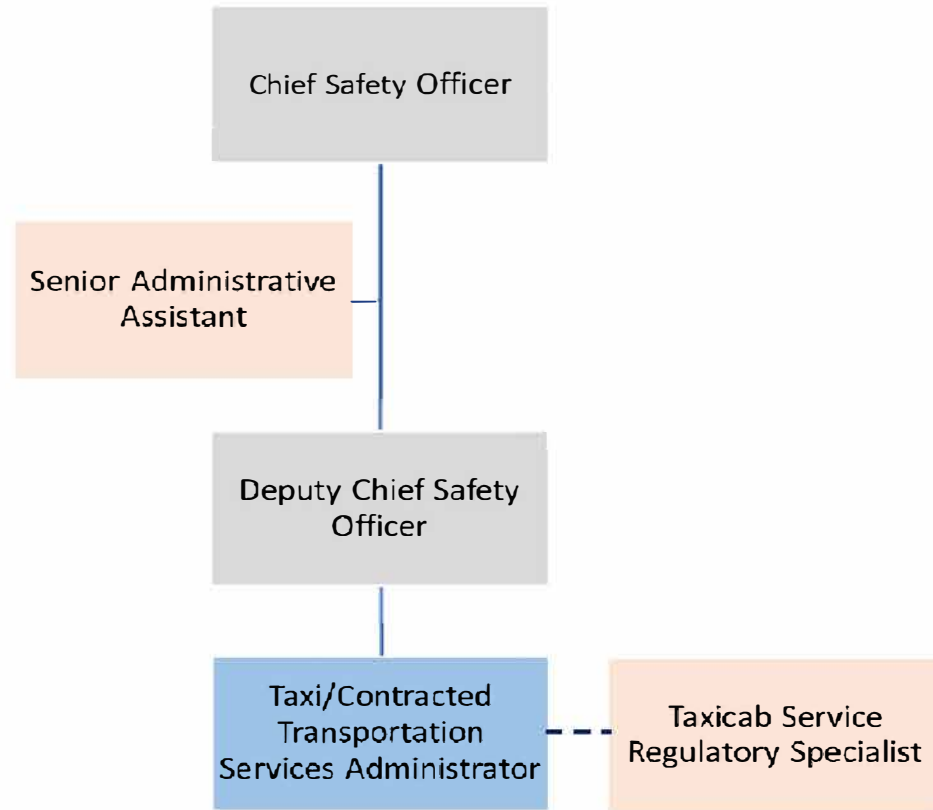


**SUNLINE
REGULATORY
ADMINISTRATION
BUDGET**

► **FY2023**

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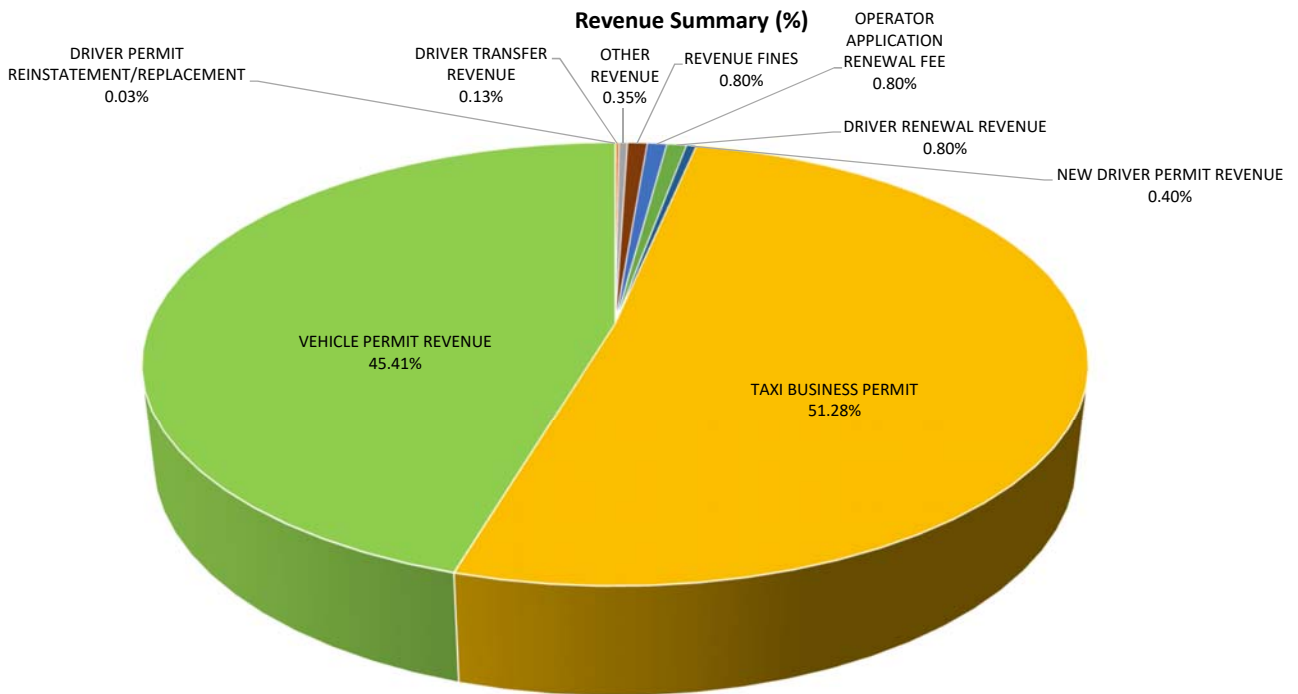
FUNCTIONS & RESPONSIBILITIES

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.

FY23 GOALS & OBJECTIVES

- Work with taxi companies to improve excessive wait times for passengers and increase industry service reliability through ordinance enforcement.
- Conduct an analysis of current regulation with the objective of assessing healthy common sense taxi regulation that promotes orderly, efficient and safe operation of taxicab service within the Coachella Valley.

REVENUE SUMMARY



Sources of Funding (Operating)	FY22 Approved Budget	FY22 Estimates	FY22 Variance	FY23 Proposed Budget	FY23 Variance
4010101200 REVENUE FINES	1,500	1,600	100	1,500	-
4010101500 NEW DRIVER PERMIT REVENUE	750	1,080	330	750	-
4010101550 TAXI BUSINESS PERMIT	96,000	96,000	-	96,000	-
4010101600 DRIVER TRANSFER REVENUE	250	1,200	950	250	-
4010101700 DRIVER RENEWAL REVENUE	1,000	2,400	1,400	1,500	500
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	24	(26)	50	-
4010101900 VEHICLE PERMIT REVENUE	73,620	73,620	-	85,000	11,380
4010102200 OTHER REVENUE	500	11,635	11,135	650	150
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
Total Revenue	175,170	188,159	12,989	187,200	12,030

Notes:

- The FY22 variance reflects the difference between FY22 estimated actuals and FY22 approved budget. The FY23 variance indicates the difference between FY23 proposed budget and FY22 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 2023 used in the calculation of the proposed budget.

Fees	FY22 Approved Fees	FY23 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	FY20 Actuals	FY21 Actuals	FY22 Estimated Actuals	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010201600 ADMIN SALARIES	76,526	85,071	48,393	50,066	40,857	(9,209)
5010201610 ADMIN SALARIES-OT	-	-	173	-	-	-
5010700000 ALLOCATED SALARIES	-	-	4,301	4,301	48,507	44,206
5029999999 TOTAL FRINGE BENEFITS	54,823	76,718	67,186	46,865	32,076	(14,789)
5030103240 BACKGROUND CHECK SERVICES	1,715	637	1,294	735	735	-
5030200000 PUBLIC NOTICES	134	119	-	280	280	-
5030300005 LEGAL SERVICES - GENERAL	27,476	11,376	2,676	30,000	10,000	(20,000)
5030300010 COMPUTER/NETWORK SUPPORT	-	480	76	1,000	1,000	-
5030303310 AUDIT SERVICES - EXTERNAL	3,500	7,000	3,000	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	14,406	7,130	-	10,000	5,000	(5,000)
5030500000 MAINTENANCE CONTRACTS	586	285	545	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	52	-	-	1,000	1,000	-
5039903800 OTHER SERVICES	594	600	360	1,000	1,000	-
5040101000 FUEL-CNG	45	-	-	500	500	-
5040404300 OFFICE SUPPLIES	2,045	2,224	1,361	2,500	2,500	-
5049900002 POSTAGE	467	502	120	120	120	-
5049900026 FACILITY MAINTENANCE	519	573	573	573	573	-
5049900032 REPAIR PARTS- TAXI VEHICLES	47	-	630	500	500	-
5050200001 UTILITIES	3,721	3,918	4,114	4,114	4,320	206
5050200003 TRASH PICK-UP	312	502	502	502	502	-
5050200005 TAXI STUDY	-	-	-	-	16,516	16,516
5050200006 COMMUNICATIONS	800	800	800	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	255	312	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	2,313	2,177	2,177	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	5,405	5,405	3,000	3,000	3,100	100
5079900000 FUEL TAXES	4	-	-	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	957	1,163	1,625	1,625	1,625	-
5090200000 TRAVEL AND TRAINING	2,674	1,895	-	4,000	4,000	-
5090801000 BANK SERVICE FEES	823	814	897	1,100	1,100	-
5090801060 BAD DEBT EXPENSE	320	12,342	-	-	-	-
Total Expenses	200,519	222,043	144,114	175,170	187,200	12,030

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Authorized FTEs	FY23 Requested FTEs	Variance
0	Deputy Chief Safety Officer	0.25	0.25	0.00
0	Taxi/Contracted Transportation Services Administrator	0.00	0.25	0.25
0	Senior Administrative Assistant	0.75	0.00	(0.75)
1	Taxicab Service Regulatory Specialist	0.00	1.00	1.00
0	Taxi Administrator	0.75	0.00	(0.75)
1	Total FTEs	1.75	1.50	(0.25)

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	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010201600 ADMIN SALARIES	50,066	40,857	(9,209)
5010700000 ALLOCATED SALARIES	4,301	48,507	44,206
5029999999 TOTAL FRINGE BENEFITS	46,865	32,076	(14,789)
Sub-total	101,232	121,440	20,208
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	735	735	-
Sub-total	735	735	-
5030200000 PUBLIC NOTICES			
Public Notice	280	280	-
Sub-total	280	280	-
5030300005 LEGAL SERVICES - GENERAL			
General counsel	30,000	10,000	(20,000)
Sub-total	30,000	10,000	(20,000)
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	5,000	(5,000)
Sub-total	10,000	5,000	(5,000)
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 taxi 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	FY22 Approved Budget	FY23 Proposed Budget	Variance
5040404300 OFFICE SUPPLIES			
Office supplies	2,500	2,500	-
Sub-total	2,500	2,500	-
5049900002 POSTAGE			
Postage and mailing expenses	120	120	-
Sub-total	120	120	-
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	4,114	4,320	206
Sub-total	4,114	4,320	206
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	FY22 Approved Budget	FY23 Proposed Budget	Variance
5060401000 INSUARNCCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	3,000	3,100	100
Sub-total	3,000	3,100	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	1,625	-
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	175,170	187,200	12,030



SRA

SUNLINE REGULATORY ADMINISTRATION

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