



SunLine Services Group
September 29, 2021
11:25 a.m. – 11:50 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/89432585054>

Meeting ID: 894 3258 5054

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 894 3258 5054

One tap mobile
+16699009128,,89432585054#

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 September 28, 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 June and July 2021](#)

(PAGE 4-6)

ITEM

RECOMMENDATION

- 8b) SSG Monthly Budget Variance Report for
June and July 2021 (PAGE 7-11)
- 8c) Taxi Trip Data – July and August 2021 (PAGE 12-13)

- 9. **ADOPTING FINES RELATING TO VIOLATIONS OF THE
TAXI ORDINANCE AND REGULATIONS** **DISCUSSION**
(Staff: Michal Brock, Taxi Administrator) (PAGE 14-16)

- 10. **ADJOURN**

SunLine Services Group

CONSENT CALENDAR

DATE: September 29, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 05/28/2021	90929	06/02/2021	5,139.94
SUNLINE TRANSIT AGENCY	Payroll Liabilities 06/11/2021	90936	06/16/2021	5,139.94
SUNLINE TRANSIT AGENCY	Payroll Liabilities 06/25/2021	90943	06/30/2021	5,104.06
SUNLINE TRANSIT AGENCY	SRA Overhead Allocations June 2021	90934	06/09/2021	2,320.00
WESTGATE CENTER FOR LEADERSHIP	Travel-Meeting Seminars	90938	06/16/2021	1,345.00
Total Checks Over \$1,000	\$19,048.94			
Total Checks Under \$1,000	\$4,447.42			
Total Checks	\$23,496.36			

**SunLine Regulatory Administration
Checks \$1,000 and Over
July 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 07/23/2021	90951	07/28/2021	5,180.26
SUNLINE TRANSIT AGENCY	Payroll Liabilities 07/09/2021	90945	07/14/2021	5,104.06
Total Checks Over \$1,000	\$10,284.32			
Total Checks Under \$1,000	\$2,619.28			
Total Checks	\$12,903.60			

SunLine Services Group**CONSENT CALENDAR**

DATE: September 29, 2021

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for June & July 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. The FYTD budget values for the month of June 2021 are equal to 12/12ths of the yearly budget and the FYTD budget values for the month of July 2021 are equal to 1/12th of the yearly budget.

Year to Date Summary

- As of June 30, 2021, the organization's unaudited revenues are \$55,758 or 21.9% 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 June 30, 2021, unaudited expenditures are \$45,303 or 17.8% below the FYTD budget.
- The net FY21 unaudited operating gain (loss) after expenses is (\$10,455).
- As of July 31, 2021, the organization's revenues are \$82 or 0.6% above the FYTD budget.
- As of July 31, 2021, expenditures are \$589 or 4.0% above the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$507).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
June 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	1,400	(650)	46.4%
New Driver Permit Revenue	3,600	150	300	(150)	750	3,600	(2,850)	79.2%
Taxi Business Permit	120,000	10,000	10,000	0	120,000	120,000	-	0.0%
Driver Transfer Revenue	500	-	42	(42)	150	500	(350)	70.0%
Driver Renewal Revenue	2,500	-	208	(208)	2,025	2,500	(475)	19.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	50	(50)	100.0%
Vehicle Permit Revenue	124,500	5,133	10,375	(5,242)	71,857	124,500	(52,643)	42.3%
Other Revenue	500	440	42	398	1,760	500	1,260	-252.0%
Operator Application Fee	1,500	-	125	(125)	1,500	1,500	-	0.0%
Total Revenue	254,550	15,723	21,213	(5,489)	198,792	254,550	(55,758)	21.9%
Expenses:								
Salaries and Wages	96,614	7,072	8,051	980	85,071	96,614	11,543	11.9%
Fringe Benefits	79,692	5,908	6,641	733	76,265	79,692	3,427	4.3%
Services	53,730	602	4,478	3,876	27,627	53,730	26,103	48.6%
Supplies and Materials	4,575	1,778	381	(1,397)	3,299	4,575	1,276	27.9%
Utilities	5,220	468	435	(33)	5,220	5,220	-	0.0%
Casualty and Liability	7,894	667	658	(9)	7,894	7,894	-	0.0%
Taxes and Fees	100	-	8	8	-	100	100	100.0%
Miscellaneous	6,725	1,408	560	(848)	3,872	6,725	2,853	42.4%
Total Expenses	254,550	17,903	21,213	3,310	209,247	254,550	45,303	17.8%
Total Operating Surplus (Deficit)	\$ -	\$ (2,179)			\$ (10,455)			

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 32,468 taxi trips compared to FYTD20.

Taxi Trips

	FY20-June	FY21-June	Variance	%Δ
Trips	6,600	11,158	4,558	69.1%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	148,761	116,293	(32,468)	-21.8%

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 Regulatory Administration
Budget Variance Report
July 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	1,500	300	125	175	300	125	175	80.0%
New Driver Permit Revenue	750	-	63	(63)	-	63	(63)	100.0%
Taxi Business Permit	96,000	8,000	8,000	-	8,000	8,000	-	91.7%
Driver Transfer Revenue	250	475	21	454	475	21	454	-90.0%
Driver Renewal Revenue	1,000	75	83	(8)	75	83	(8)	92.5%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	4	(4)	100.0%
Vehicle Permit Revenue	73,620	5,829	6,135	(306)	5,829	6,135	(306)	92.1%
Other Revenue	500	-	42	(42)	-	42	(42)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	125	(125)	100.0%
Total Revenue	175,170	14,679	14,598	82	14,679	14,598	82	91.6%
Expenses:								
Salaries and Wages	54,367	5,934	4,531	(1,404)	5,934	4,531	(1,404)	89.1%
Fringe Benefits	46,865	7,842	3,905	(3,937)	7,842	3,905	(3,937)	83.3%
Services	52,015	369	4,335	3,965	369	4,335	3,965	99.3%
Supplies and Materials	4,193	69	349	280	69	349	280	98.4%
Utilities	5,416	451	451	0	451	451	0	91.7%
Casualty and Liability	5,489	457	457	(0)	457	457	(0)	91.7%
Taxes and Fees	100	-	8	8	-	8	8	100.0%
Miscellaneous	6,725	63	560	498	63	560	498	99.1%
Total Expenses	175,170	15,186	14,598	(589)	15,186	14,598	(589)	91.3%
Total Operating Surplus (Deficit)	\$ -	\$ (507)			\$ (507)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is within an acceptable range of the budget.
- As of FYTD22, there is a increase of 3,370 taxi trips compared to FYTD21.

Taxi Trips

	FY21-July	FY22-July	Variance	%Δ
Trips	6,688	10,058	3,370	50.4%

Taxi Trips

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	6,688	10,058	3,370	50.4%

Salaries and Wages

- The unfavorable amount in salary and wage expenses is attributed to lower expense allocation to STA for the month of July.

Fringe Benefits

- The unfavorable amount in fringe benefit expenses is attributed to lower expense allocation to STA for the month of July.

Services

- The positive balance in services is primarily attributed to legal and audit fees not yet incurred.

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: September 29, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – July & August 2021

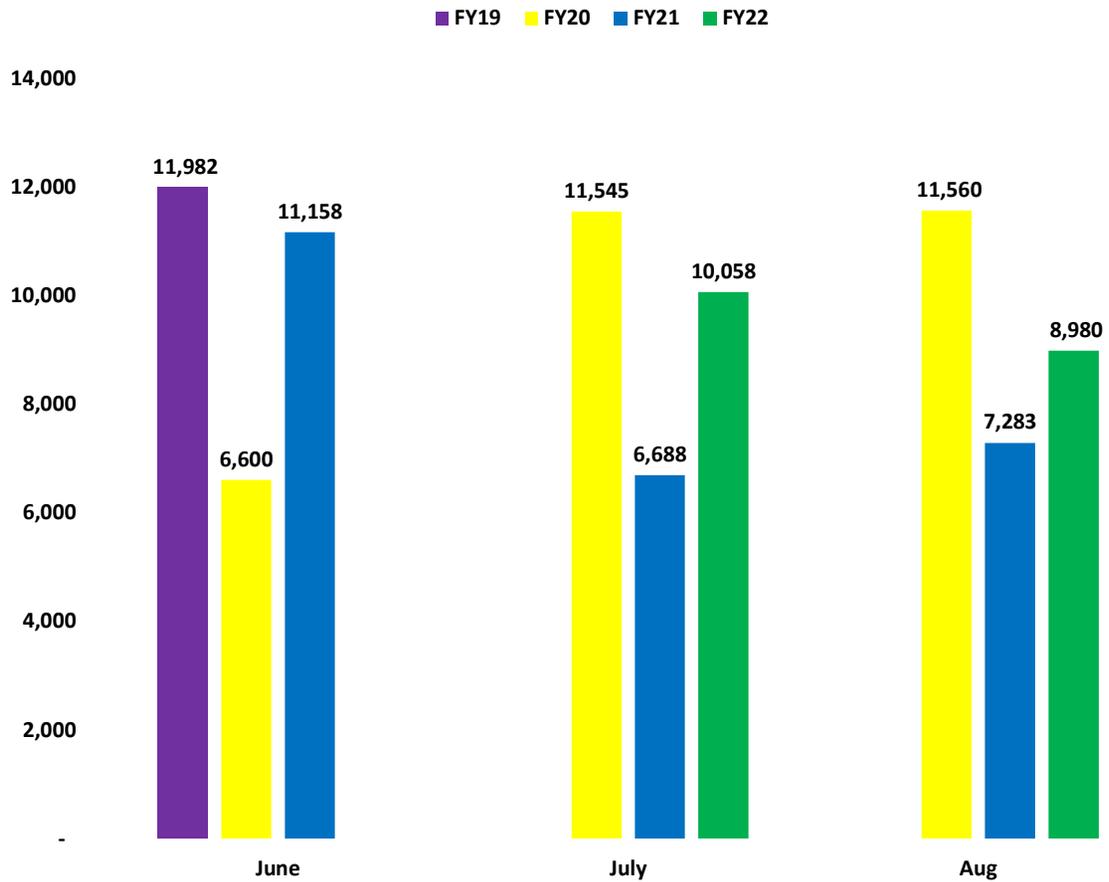
Summary:

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 3,370 more taxi trips in July 2021 compared to July 2020 and there were 1,697 more trips in August 2021 when compared to August 2020. The increase in trips for July and August 2021 is mainly attributed to an increase in demand due to relaxed COVID-19 travel restrictions. There were 5,067 more taxi trips for FYTD22 compared to FYTD21.

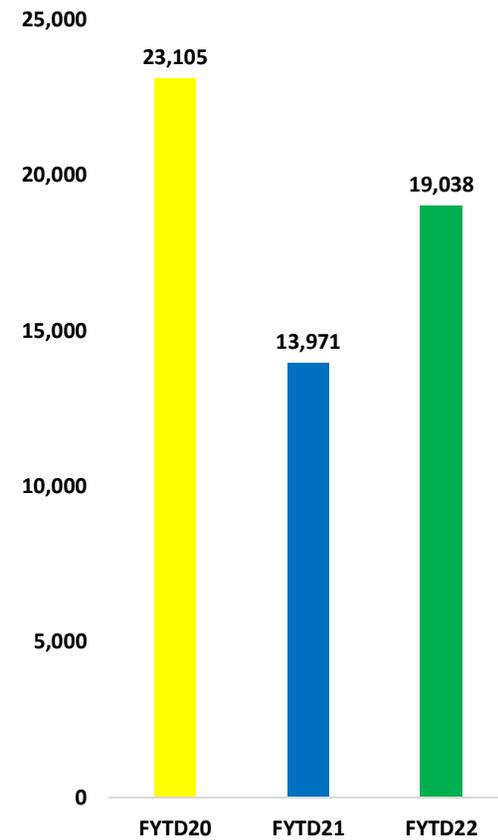
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of August 2021



FYTD No. of Taxi Trips



This chart compares taxi trips for the three (3) most recent months on the left and measures the total number of taxi trips taken year to date for fiscal years 2020, 2021, and 2022 on the right.

SunLine Services Group

DATE: September 29, 2021 **DISCUSSION**

TO: Taxi Committee

FROM: Michal Brock, Taxi Administrator

RE: Adopting Fines Relating to Violations of the Taxi Ordinance and Regulations

Background

California Government Code 53075.5 authorizes SunLine Services Group (SSG) to levy fine amounts for violations to the taxicab ordinance and regulations.

The current schedule of fines relating to violations of the taxicab ordinance and regulations within the Coachella Valley was last adopted in September 2016. SSG Ordinance No. 2021-01 and current regulations necessitate an update to the language and section references.

A minimum fine amount of \$5,000.00 for unpermitted taxicab operations within SSG's jurisdiction is expressly authorized within the government code and written in SSG Ordinance No. 2021-01.

Additionally, the government code authorizes SSG to adopt fines relating to violations of the ordinance and regulations at a minimum of \$100.00 and a maximum of \$1,000.00.

Reasonable changes to some fines amounts are proposed to address the following:

- SSG Ordinance No. 2021-01 compliance
- Safety related violations
- Recurring violations to the taxicab ordinance and regulations

The table below highlights only proposed fine amount changes:

Offense	Fine 1 st Violation	Fine 2 nd Violation	Fine 3 rd Violation
Operating without Taxi Business Permit/unauthorized taxicab services	\$1,000.00 \$5,000.00	\$1,000.00 \$5,000.00	\$1,000.00 \$5,000.00
Failure to revoke taxicab driver privilege for violation of § 1.080 (permit denial, revocation, suspension)	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00

Offense	Fine 1st Violation	Fine 2nd Violation	Fine 3rd Violation
Failure to comply with mandatory requirements for substance and alcohol testing and/or submission for testing	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Failure to maintain required written drug and alcohol abuse policy	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Failure to maintain proof of implementation of required drug and alcohol certification program	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Taxicab Business failure to immediately notify SRA of positive controlled substance/alcohol test	\$1,000.00 \$100.00	\$1,000.00 \$200.00	\$1,000.00 \$500.00
Driving without driver permit or permission of Taxicab Business; driving with expired, suspended or revoked permit; Taxicab Business allowing person without permit to drive	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Operating without required insurance	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Operating without SRA approved Distinctive Appearance, numbering system, telephone number, monogram, logo or insignia markings	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Unlawful advertising	\$1,000.00 \$250.00	\$1,000.00 \$500.00	\$1,000.00 \$1,000.00
Failure to present vehicle for safety inspections required under § 1.065 on or before inspection due date	\$1,000.00 \$250.00	\$1,000.00 \$500.00	\$1,000.00 \$1,000.00
Operating vehicle in violation of vehicle safety inspection or cosmetic standards	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Failure to maintain required ADA compliant wheelchair accessible vehicle service upon request	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00

Offense	Fine 1st Violation	Fine 2nd Violation	Fine 3rd Violation
Failure to maintain written vehicle safety program	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Failure to transport/assist with wheelchairs, packages, luggage or service animals	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Driving in excess of mandatory rest/driving hours	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Violation of number of passenger limits/seat belt or constraint requirements	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Operation of Taxicab using Taxicab Business' name by anyone other than a SRA driver permitted employee or independent contractor	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
Violation of maximum or reported rate changes	\$100.00 \$250.00	\$200.00 \$500.00	\$500.00 \$1,000.00
*Failure to maintain current and valid California DMV vehicle registration	*\$100.00	*\$200.00	*\$500.00

*Offence newly added to schedule of fines.