



SunLine Services Group
July 22, 2020
11:15 a.m. – 11:45 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/84074316277>

Meeting ID: 840 7431 6277

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 840 7431 6277

One tap mobile
+16699009128,,84074316277#

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 July 21, 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.

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**

a) **Microtransit Pilot Program – Phase II
Implementation Plan Overview**
(Staff: Michal Brock, Taxi Administrator)

(PAGE 4-16)

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) Checks \$1,000 and Over Report for May 2020

(PAGE 17-18)

ITEM

RECOMMENDATION

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

(PAGE 19-21)
(PAGE 22-23)
(PAGE 24-25)

- 9. **TAXICAB WHEELCHAIR ACCESSIBLE VEHICLE (WAV)
COMPLAINT INVESTIGATION OUTCOME**
(Staff: Michal Brock, Taxi Administrator)

INFORMATION
(PAGE 26)

- 10. **ADJOURN**



Microtransit Pilot Program - Phase II Implementation Plan Overview

July 22, 2020

SunRide

Microtransit Pilot Program

Pilot Program Introduction

- Three (3) year pilot program
- Grant Funded
 - Congestion Mitigation and Air Quality Improvement (CMAQ)
- Part of Refueled
 - Low transit demand areas
 - Bridge gap between first mile/last mile challenges
 - Connect riders to SunLine's fixed-route

SunRide Microtransit Pilot Program

What is Microtransit?

- Demand Responsive Transit (DRT)
- Multi-passenger
- Mobile app platform
- Smaller vehicles
- Short trip distances

SunRide Microtransit Pilot Program

Phase I - College of the Desert (COD)

- January – May 2020
 - Terminated after seven (7) weeks due to campus closures in response to COVID-19
- 98 Eligible Students
- Service: M-Th, 7 a.m. – 10 p.m.
- Planned to expand student eligibility and operation hours

SunRide

Microtransit Pilot Program

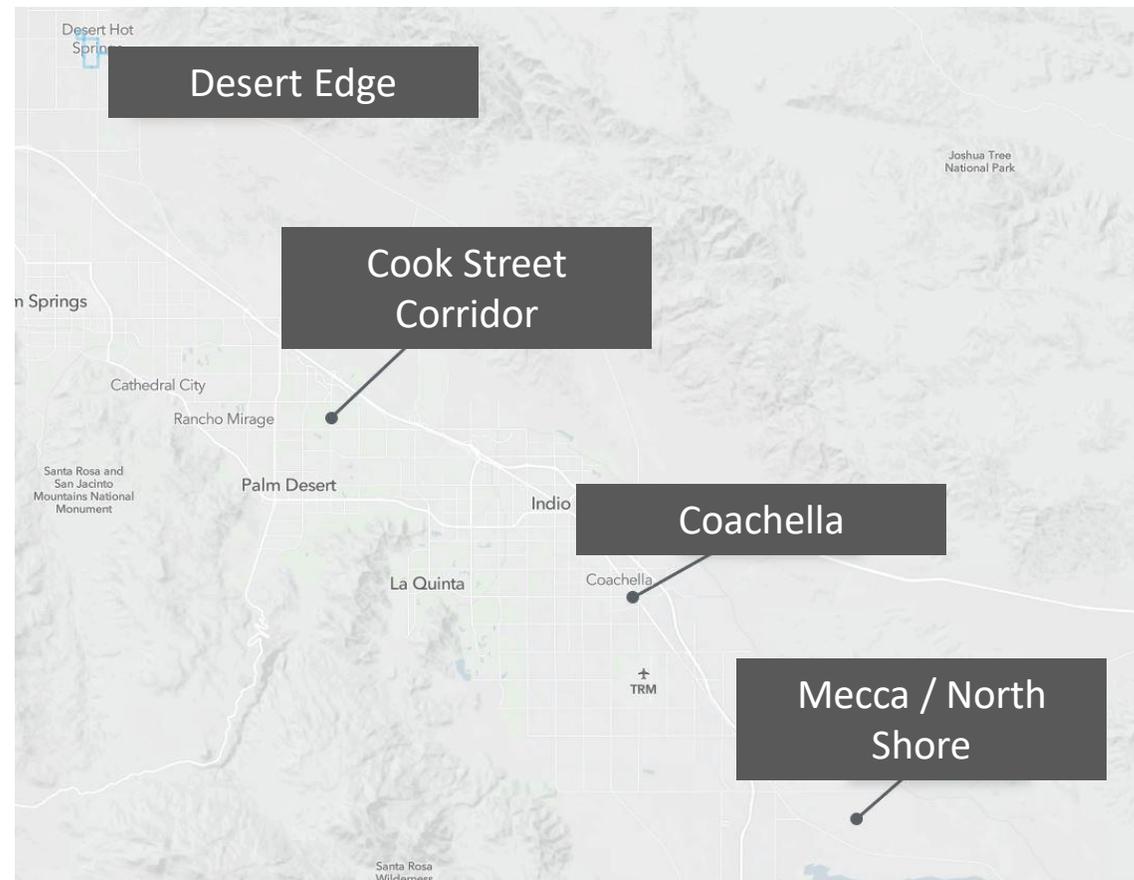
Phase II - Pilot Program Goals

- Introduce microtransit concept to the public
- Test microtransit concepts in the public setting
- Attract new riders
- Increase ridership on fixed route system
- Support local taxi industry
- Determine program viability

SunRide Microtransit Pilot Program

Phase II Implementation Plan Overview

- January 2021
- Development of four (4) geofence zones
- Connect riders to existing bus stops
- Service: M-F, 5:30 a.m. – 6:30 p.m.
- Premium Fare
- Four (4) wheelchair-accessible vehicles leased to taxi provider(s)



SunRide Microtransit Pilot Program

COVID-19 Response Plan

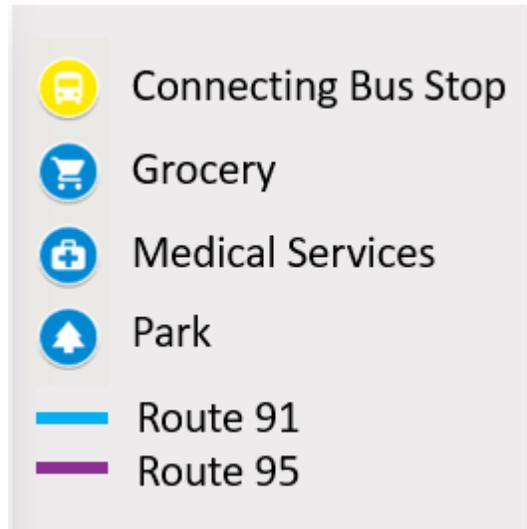
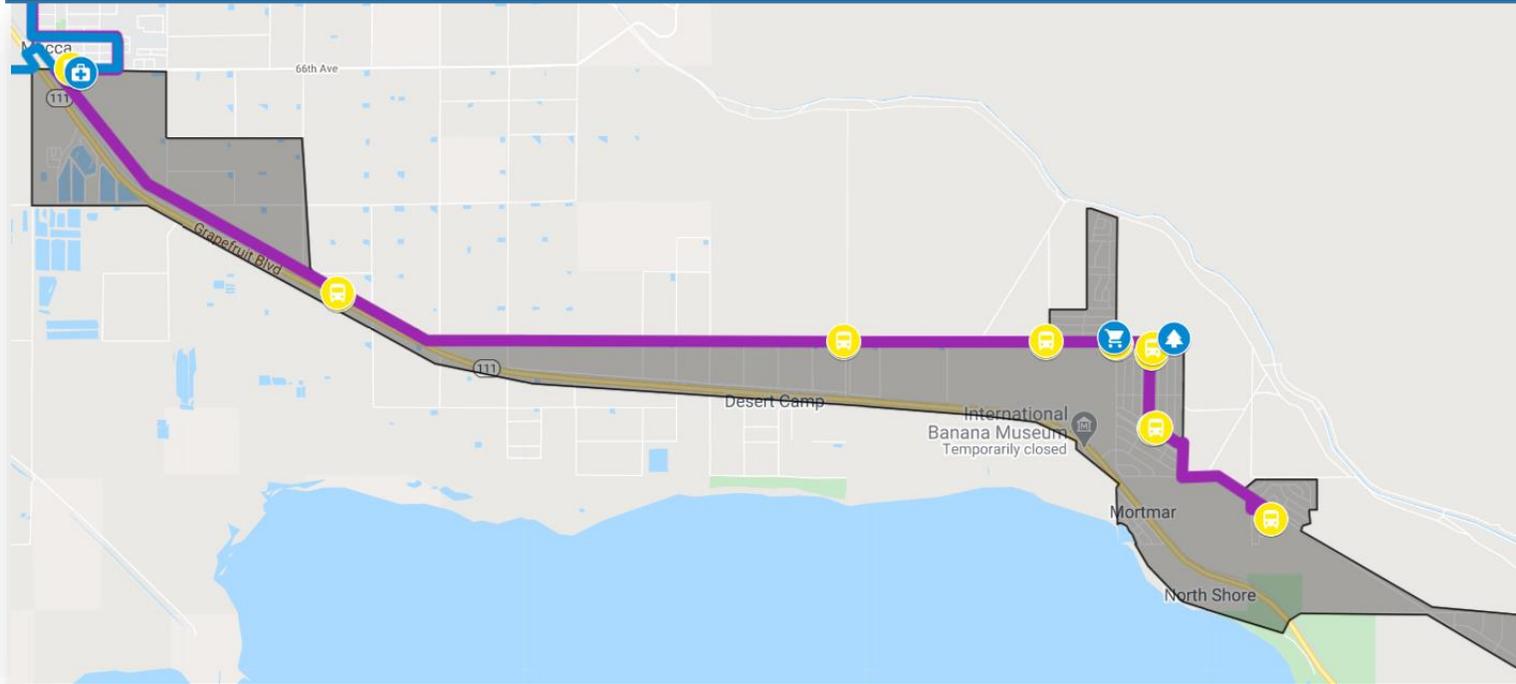
- Social distancing
 - Shared ride service limited to a group that books a ride together
- Provide protective barriers in vehicles
- Require vehicles to be fogged and disinfected at the end of each service day

SunRide Microtransit Pilot Program

Geofence Zones Under Development

Mecca / North Shore

First Mile/Last Mile Feeder Service

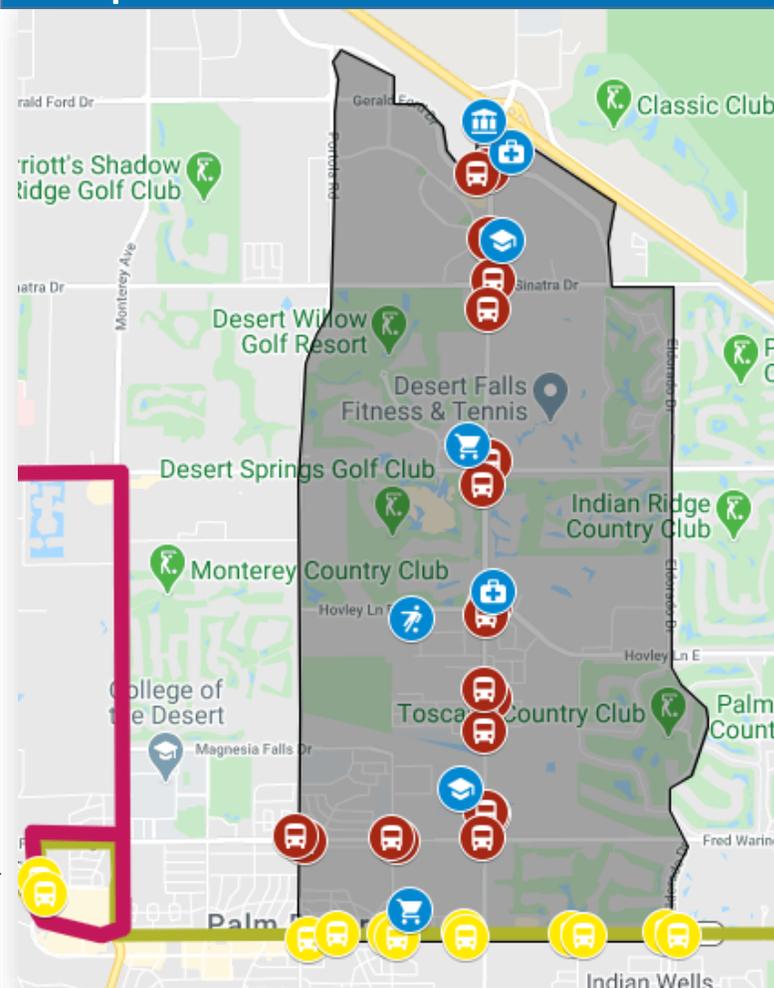


Connect to:

- Route 91 at Mecca Library
- Route 95 from Club View Dr. & Windlass Dr. to Mecca Library

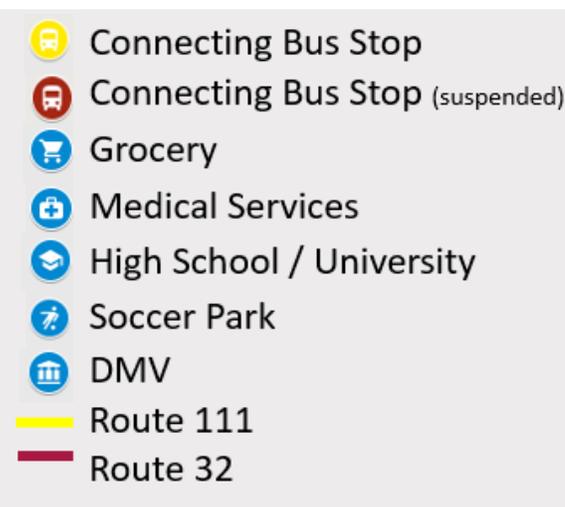
Cook Street Corridor

Suspended Route 20 Service



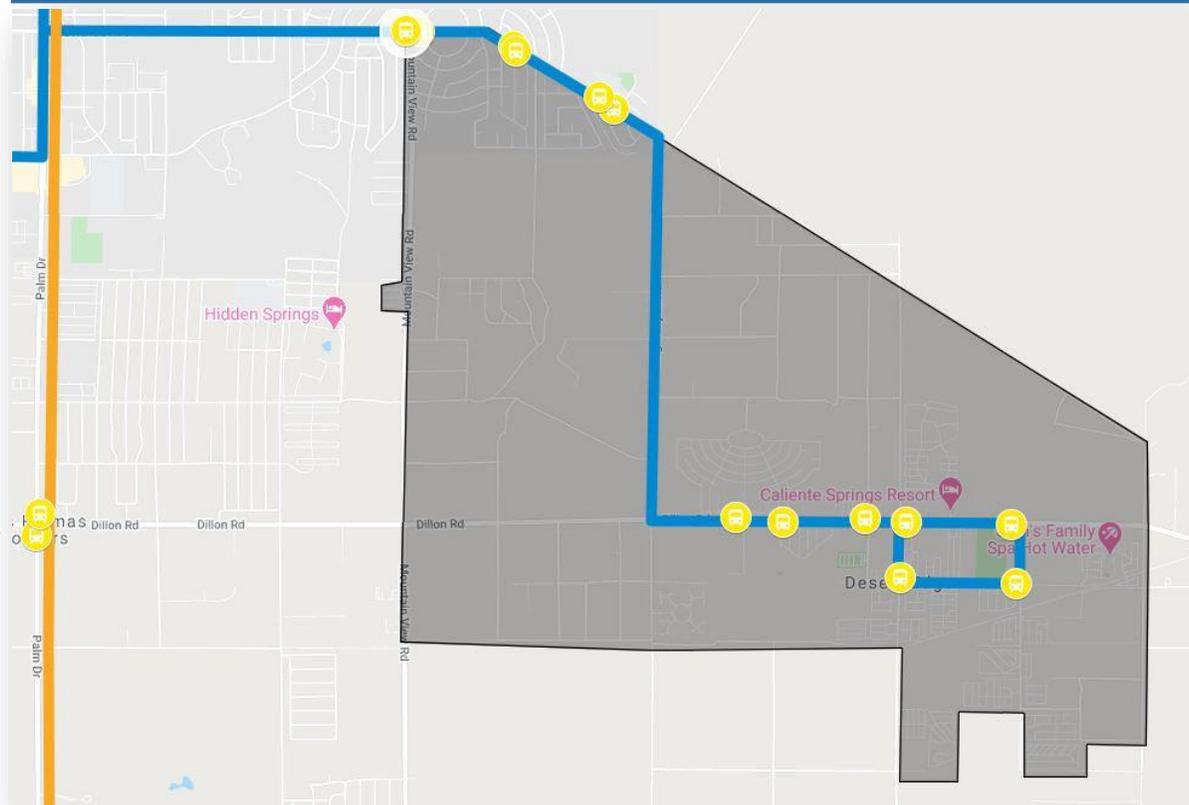
Connect to:

- Route 20 & 21 stops within geofence not currently serviced
- Rout 111 from Portola to Eldorado
- Route 32 & 111 at Town Center and Hahn



Desert Edge

First Mile/Last Mile Feeder Service



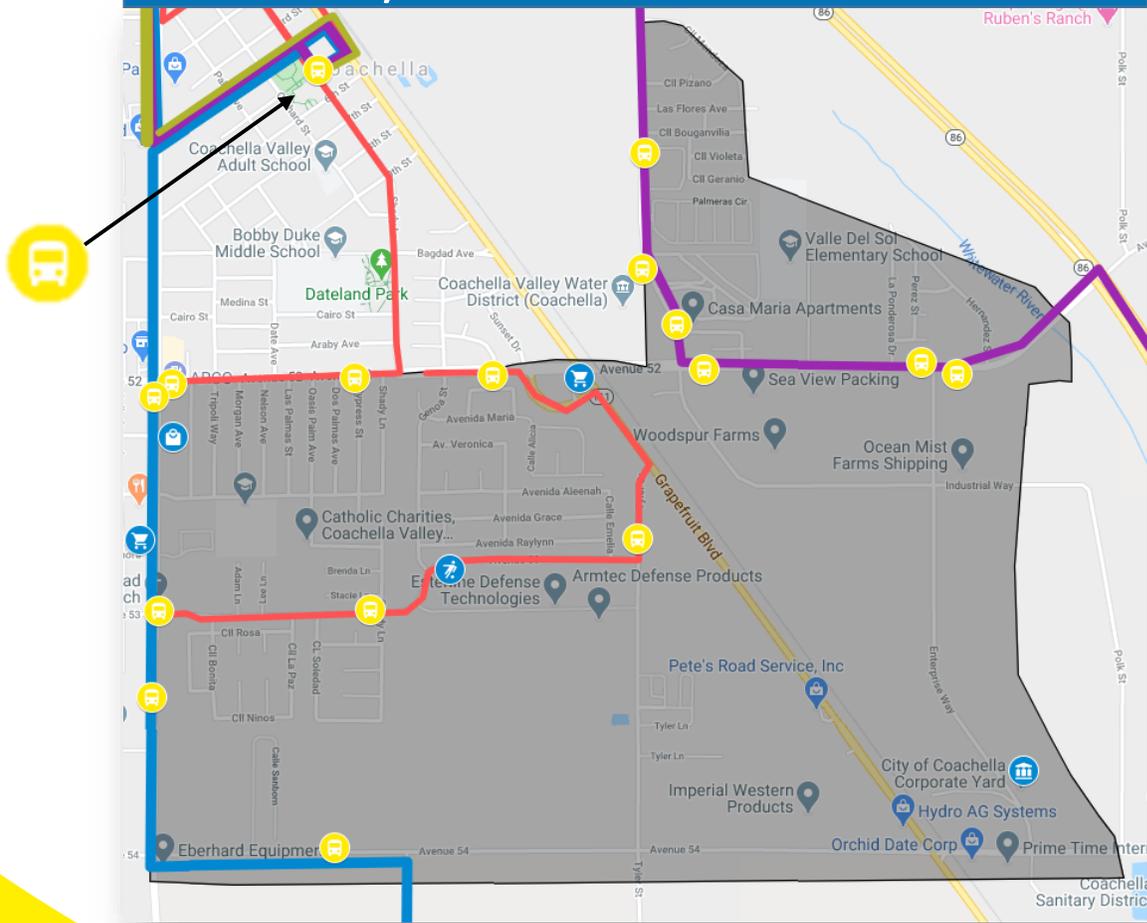
Connect to:

- Route 15 at Dillon loop to Hacienda and Mtn. View
- Route 14 at Palm & Dillon

-  Connecting Bus Stop
-  Route 14
-  Route 15

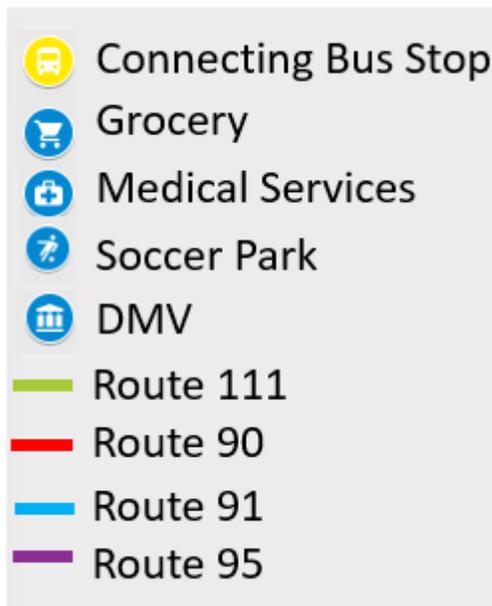
Coachella

First Mile/Last Mile Feeder Service



Connect to:

- Route 111, Route 90, Route 91, Route 95 at 5th & Vine
- Route 90, Route 91, Route 95 within geofence





Discussion

SunLine Services Group**CONSENT CALENDAR**

DATE: July 22, 2020

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for May 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.

- For May, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process. Additionally, it includes payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
May 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.

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	SRA Overhead May 2020 and Payroll Liabilities 5/1/20	90777	05/06/2020	6,956.71
SUNLINE TRANSIT AGENCY	Payroll Liabilities 5/15/20	90783	05/20/2020	4,782.71
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service Apr 2020	90780	05/13/2020	1,320.00
Total Checks Over \$1,000	\$13,059.42			
Total Checks Under \$1,000	\$2,194.33			
Total Checks	\$15,253.75			

SunLine Services Group
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for May 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 1/12th 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. The exception is the taxicab business permit fee that is budgeted on a Board approved installment plan.

- As of May 31, 2020, the organization's revenues are unfavorable \$57,854 or 24.9% below the FYTD budget. Expenditures are \$47,869 below budget or 20.5% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$10,689).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
May 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY20 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	5,000	100	417	(317)	1,300	4,583	(3,283)	74.0%
New Driver Permit Revenue	7,500	-	625	(625)	2,595	6,875	(4,280)	65.4%
Taxi Business Permit	180,000	-	13,476	(13,476)	120,762	173,012	(52,250)	32.9%
Driver Transfer Revenue	500	-	42	(42)	300	458	(158)	40.0%
Driver Renewal Revenue	5,000	100	417	(317)	2,350	4,583	(2,233)	53.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	30	46	(16)	40.0%
Vehicle Permit Revenue	45,000	3,613	3,750	(138)	46,425	41,250	5,175	-3.2%
Other Revenue	500	-	42	(42)	1,025	458	567	-105.0%
Operator Application Fee	1,500	-	125	(125)	-	1,375	(1,375)	100.0%
Total Revenue	245,050	3,813	18,897	(15,084)	174,787	232,641	(57,854)	28.7%
Expenses:								
Salaries and Wages	93,706	7,877	7,809	(68)	68,611	85,897	17,286	26.8%
Fringe Benefits	73,861	5,947	6,155	208	49,256	67,706	18,450	33.3%
Services	61,570	1,169	5,131	3,962	48,377	56,439	8,062	21.4%
Supplies and Materials	5,216	649	435	(214)	3,039	4,781	1,742	41.7%
Utilities	4,833	403	403	-	4,433	4,430	(3)	8.3%
Casualty and Liability	7,973	664	664	-	7,304	7,309	5	8.4%
Taxes and Fees	300	-	25	25	4	275	271	98.6%
Miscellaneous	7,100	64	592	527	4,453	6,508	2,056	37.3%
Total Expenses	254,559	16,774	21,213	4,440	185,476	233,346	47,869	27.1%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ (12,961)			\$ (10,689)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to SSG Taxicab Industry Emergency Relief Measure.
SSG CEO/General Manager, Lauren Skiver, approved an emergency relief measure agreement on April 2, 2020, providing needed financial relief due to the COVID-19 Pandemic. The emergency measure waives monthly installments of the Annual Taxicab Business Permit fee from March 2020 through June 2020. Additionally, the emergency measure waives the Annual Business Permit Renewal Application fee that would be due for each taxicab business planning to renew their Annual Business Permit, effective July 1, 2020.
- As of FYTD FY20 there is a decrease of 56,146 Taxi Trips compared to the FYTD FY19.

Taxi Trips				
	FY19-May	FY20-May	Variance	%Δ
Trips	16,760	4,616	(12,144)	-72.5%

Taxi Trips				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	198,307	142,161	(56,146)	-28.3%

Salaries and Wages - Favorable

- Saving in salaries and wages are due to a position that was vacant for part of FY20, and lower expenses for allocated salaries.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to a position that was vacant for part of FY20, and lower balances for accruals.

Services - Favorable

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

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

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

- Savings are attributed to lower fuel taxes fees incurred.

Miscellaneous - Favorable

- The favorable variance is attributed to lower expenditures for staff development, memberships, and subscriptions.

SunLine Services Group**CONSENT CALENDAR**

DATE: July 22, 2020

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – June 2020

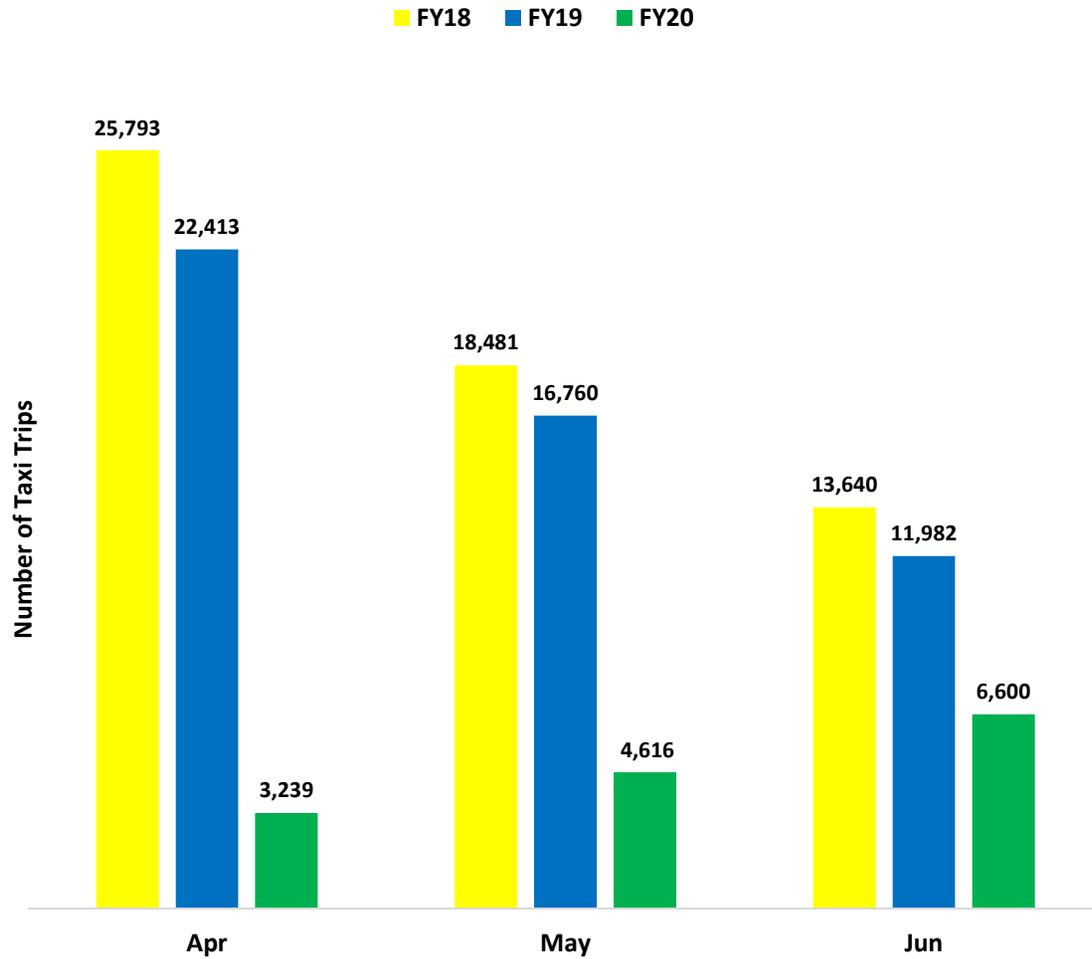
Summary:

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 5,382 fewer taxi trips in June 2020 compared to June 2019. The decrease in trips for June 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 61,528 fewer taxi trips for FYTD20 compared to FYTD19.

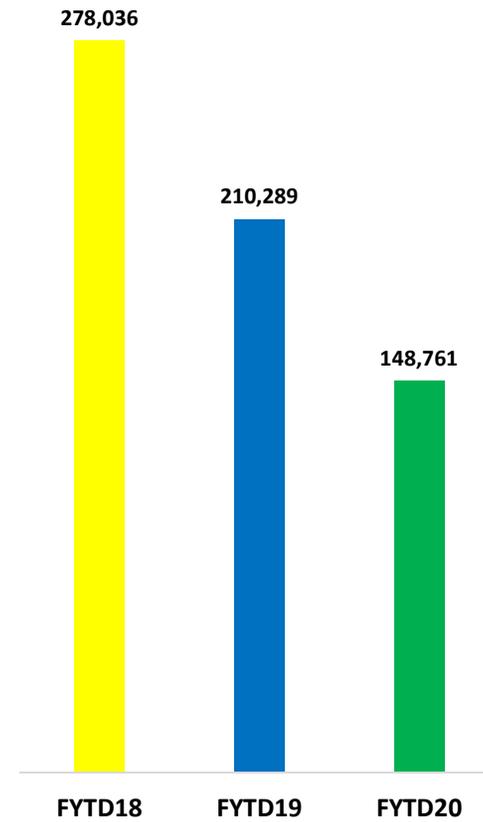
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of June 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 2018, 2019 and 2020.

SunLine Services Group
CONSENT CALENDAR

DATE: July 22, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) May 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 May:

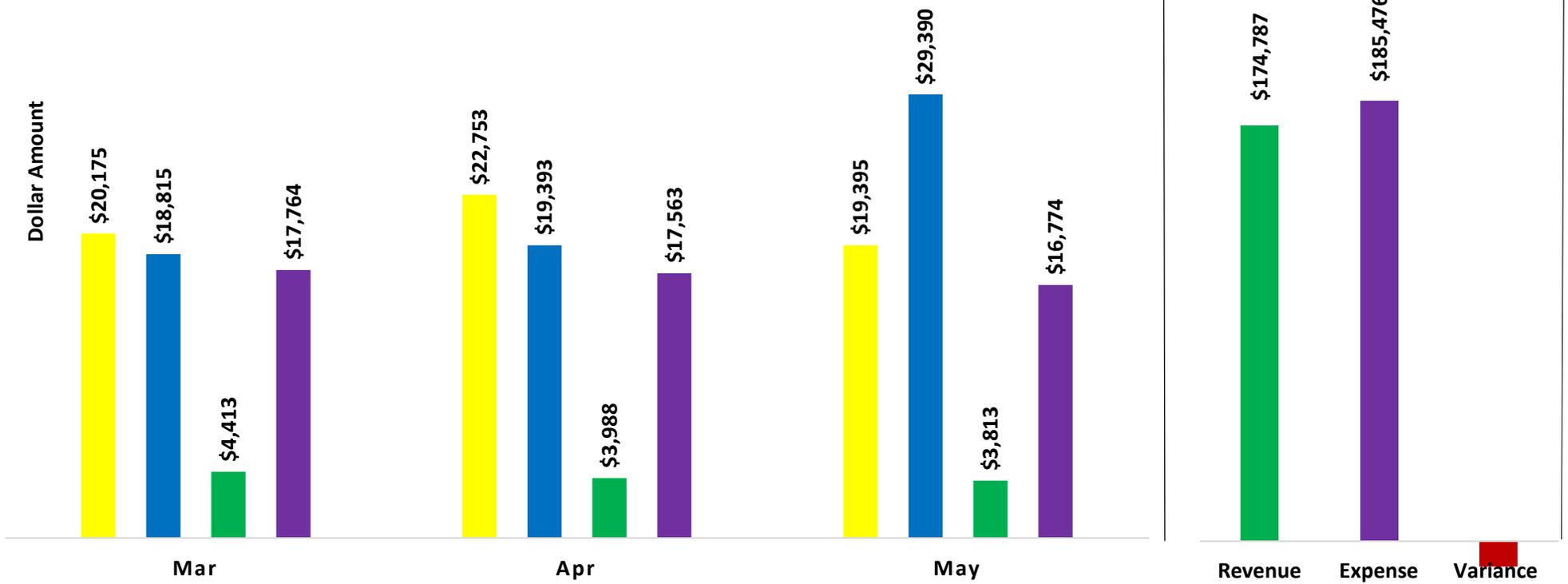
- Variance chart displays the total fiscal year to date variance between revenue and expenses for the 2020 fiscal year.
- An unfavorable variance for May 2020 is due to the Taxi Business Emergency Relief Measure waving the March – June 2020 Business Permit fee installments.
- Expenses for the current fiscal year are greater than revenues by \$10,689.
- SSG is estimated to finish the fiscal year with a budget deficit of (\$25,152). Operating fund reserves will be used to cover this deficit.

Recommendation:

Receive and file.

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

■ Rev FY19
 ■ Exp FY19
 ■ Rev FY20
 ■ Exp FY20



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

SunLine Services Group

DATE: July 22, 2020 **INFORMATION**

TO: Taxi Committee

FROM: Michal Brock, Taxi Administrator

RE: Taxicab Wheelchair-Accessible Vehicle (WAV) Complaint Investigation Outcome

Background

On June 11, 2020, staff received a complaint from a member of the community alleging that all three (3) taxicab businesses failed to provide WAV taxicab services upon request.

In response, staff launched an investigation and concluded that all three (3) taxicab businesses were in violation of SSG Ordinance 2019-01, Section 1.030(D)(3) which requires that each taxicab business have at least one (1) wheelchair-accessible van ready and available as may be requested.

The following actions have been taken as a result:

- All three (3) taxicab businesses were cited
- Zoom meeting was held to further educate each business on their responsibility to comply with taxicab WAV service requirements
- A follow up notification letter was sent to educate each business on their responsibility to comply with taxicab WAV service requirements

All taxicab businesses have addressed the matter and are now in compliance with WAV requirements. SRA staff will perform intermittent audits to verify the taxicab WAV in-service requirements are being met.