



SunLine Services Group
September 23, 2020
11:40 a.m. – 12:00 p.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/82620627049>

Meeting ID: 826 2062 7049

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 826 2062 7049

One tap mobile
+16699009128,,82620627049#

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 22, 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. SELECTION OF NEW CHAIR & VICE-CHAIR

APPROVE

4. ROLL CALL

5. PRESENTATIONS

6. FINALIZATION OF AGENDA

7. 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.

8. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

9. 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.

[9a\) SSG/SRA Checks \\$1,000 and Over Report for June and July 2020](#)

(PAGE 4-6)

ITEM

RECOMMENDATION

- 9b) Monthly Budget Variance Report for June and July 2020 (PAGE 7-11)
- 9c) Taxi Trip Data – July and August 2020 (PAGE 12-14)
- 9d) Metric (Taxi Expense vs Taxi Revenue) June and July 2020 (PAGE 15-18)

10. ADJOURN

SunLine Services Group**CONSENT CALENDAR**

DATE: September 23, 2020

RECEIVE & FILETO: Taxi Committee
Board of DirectorsRE: SunLine Services Group/SunLine Regulatory Administration Checks
\$1,000 and Over Report for June & July 2020Summary:

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 June, the largest payment issued represents reimbursements made to SunLine Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process.
- For July, the largest payment issued represents reimbursements made to STA for 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
June 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	Payroll Liabilities 6/12/2020	90797	06/17/2020	4,721.82
SUNLINE TRANSIT AGENCY	Payroll Liabilities 5/29/2020	90789	06/03/2020	3,660.77
SUNLINE TRANSIT AGENCY	SRA Overhead Jun 2020	90794	06/10/2020	2,173.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service May 2020	90791	06/10/2020	1,104.00
Total Checks Over \$1,000	\$11,659.59			
Total Checks Under \$1,000	\$2,641.92			
Total Checks	\$14,301.51			

SunLine Regulatory Administration
Checks \$1,000 and Over
July 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	Payroll Liab 07/24/20 and SRA Overhead July 2020	90809	07/30/2020	7,004.82
SUNLINE TRANSIT AGENCY	Payroll Liabilities 6/26/2020	90799	07/01/2020	4,721.82
SUNLINE TRANSIT AGENCY	Payroll Liabilities 7/10/2020	90802	07/15/2020	4,721.82
Total Checks Over \$1,000	\$16,448.46			
Total Checks Under \$1,000	\$2,932.25			
Total Checks	\$19,380.71			

SunLine Services Group
CONSENT CALENDAR

DATE: September 23, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for June & July 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 to the straight-line method is the taxicab business permit fee which is budgeted on a Board approved installment plan.

- As of June 30, 2020, the organization's unaudited revenues are unfavorable by \$58,926 or 24.0% below the FYTD budget. Unaudited expenditures are \$54,361 below budget or 21.4% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is (\$14,074).
- As of July 31, 2020, the organization's revenues are unfavorable by \$5,921 or 27.9% below the FYTD budget. Expenditures are \$5,308 below budget or 25.0% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is (\$613).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
June 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	200	417	(217)	1,500	5,000	(3,500)	70.0%
New Driver Permit Revenue	7,500	-	625	(625)	2,595	7,500	(4,905)	65.4%
Taxi Business Permit	180,000	-	-	-	120,762	180,000	(59,238)	32.9%
Driver Transfer Revenue	500	25	42	(17)	325	500	(175)	35.0%
Driver Renewal Revenue	5,000	-	417	(417)	2,350	5,000	(2,650)	53.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	30	50	(20)	40.0%
Vehicle Permit Revenue	45,000	11,113	3,750	7,363	57,538	45,000	12,538	-27.9%
Other Revenue	500	-	42	(42)	1,025	500	525	-105.0%
Operator Application Fee	1,500	-	125	(125)	-	1,500	(1,500)	100.0%
Total Revenue	245,050	11,338	5,421	5,917	186,125	245,050	(58,926)	24.0%
Expenses:								
Salaries and Wages	93,706	7,915	7,809	(106)	76,526	93,706	17,180	18.3%
Fringe Benefits	73,861	5,567	6,155	588	54,823	73,861	19,038	25.8%
Services	61,570	85	5,131	5,045	48,463	61,570	13,107	21.3%
Supplies and Materials	5,216	84	435	351	3,123	5,216	2,093	40.1%
Utilities	4,833	400	403	3	4,833	4,833	-	0.0%
Casualty and Liability	7,973	669	664	-	7,973	7,973	-	0.0%
Taxes and Fees	300	-	25	25	4	300	296	98.6%
Miscellaneous	7,100	1	592	590	4,454	7,100	2,646	37.3%
Total Expenses	254,559	14,722	21,213	6,491	200,198	254,559	54,361	21.4%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ (3,384)			\$ (14,074)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to the 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 61,528 Taxi Trips compared to FYTD FY19.

Taxi Trips				
	FY19-June	FY20-June	Variance	%Δ
Trips	11,982	6,600	(5,382)	-44.9%

Taxi Trips				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	210,289	148,761	(61,528)	-29.3%

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 - Favorable

- 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 tax fees incurred.

Miscellaneous - Favorable

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

SunLine Regulatory Administration
Budget Variance Report
July 2020

Description	FY21 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	1,400	500	117	383	500	117	383	64.3%
New Driver Permit Revenue	3,600	-	300	(300)	-	300	(300)	100.0%
Taxi Business Permit	120,000	10,000	10,000	(0)	10,000	10,000	(0)	91.7%
Driver Transfer Revenue	500	-	42	(42)	-	42	(42)	100.0%
Driver Renewal Revenue	2,500	75	208	(133)	75	208	(133)	97.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	4	(4)	100.0%
Vehicle Permit Revenue	124,500	4,717	10,375	(5,658)	4,717	10,375	(5,658)	96.2%
Other Revenue	500	-	42	(42)	-	42	(42)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	125	(125)	100.0%
Total Revenue	254,550	15,292	21,213	(5,921)	15,292	21,213	(5,921)	94.0%
Expenses:								
Salaries and Wages	96,614	8,127	8,051	(76)	8,127	8,051	(76)	91.6%
Fringe Benefits	79,692	6,248	6,641	393	6,248	6,641	393	92.2%
Services	53,730	256	4,478	4,222	256	4,478	4,222	99.5%
Supplies and Materials	4,575	120	381	261	120	381	261	97.4%
Utilities	5,220	432	435	-	432	435	3	91.7%
Casualty and Liability	7,894	657	658	-	657	658	1	91.7%
Taxes and Fees	100	-	8	8	-	8	8	100.0%
Miscellaneous	6,725	64	560	496	64	560	496	99.0%
Total Expenses	254,550	15,904	21,213	5,308	15,904	21,213	5,308	93.8%
Total Operating Surplus (Deficit)	\$ -	\$ (613)			\$ (613)			

Budget Variance Analysis - SunLine Regulatory Administration

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 4,857 taxi trips compared to FYTD FY20.

Taxi Trips				
	FY20-July	FY21-July	Variance	%Δ
Trips	11,545	6,688	(4,857)	-42.1%

Taxi Trips				
	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	11,545	6,688	(4,857)	-42.1%

Salaries and Wages - Unfavorable

- 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: September 23, 2020

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – July & August 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 4,857 fewer taxi trips in July 2020 compared to July 2019 and there were 4,277 fewer trips in August 2020 when compared to August 2019. The decrease in trips for July and August 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 9,134 fewer taxi trips for FYTD21 compared to FYTD20.

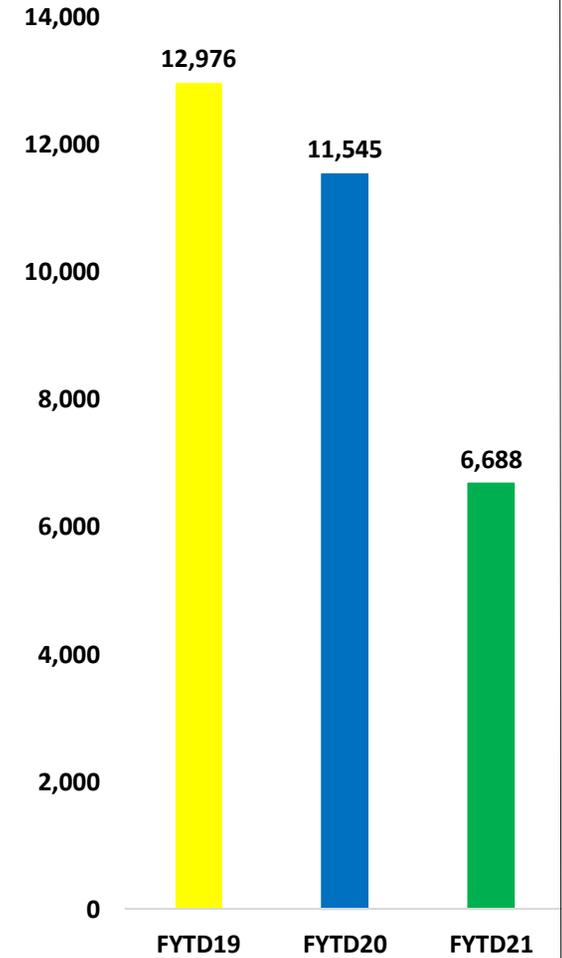
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of July 2020

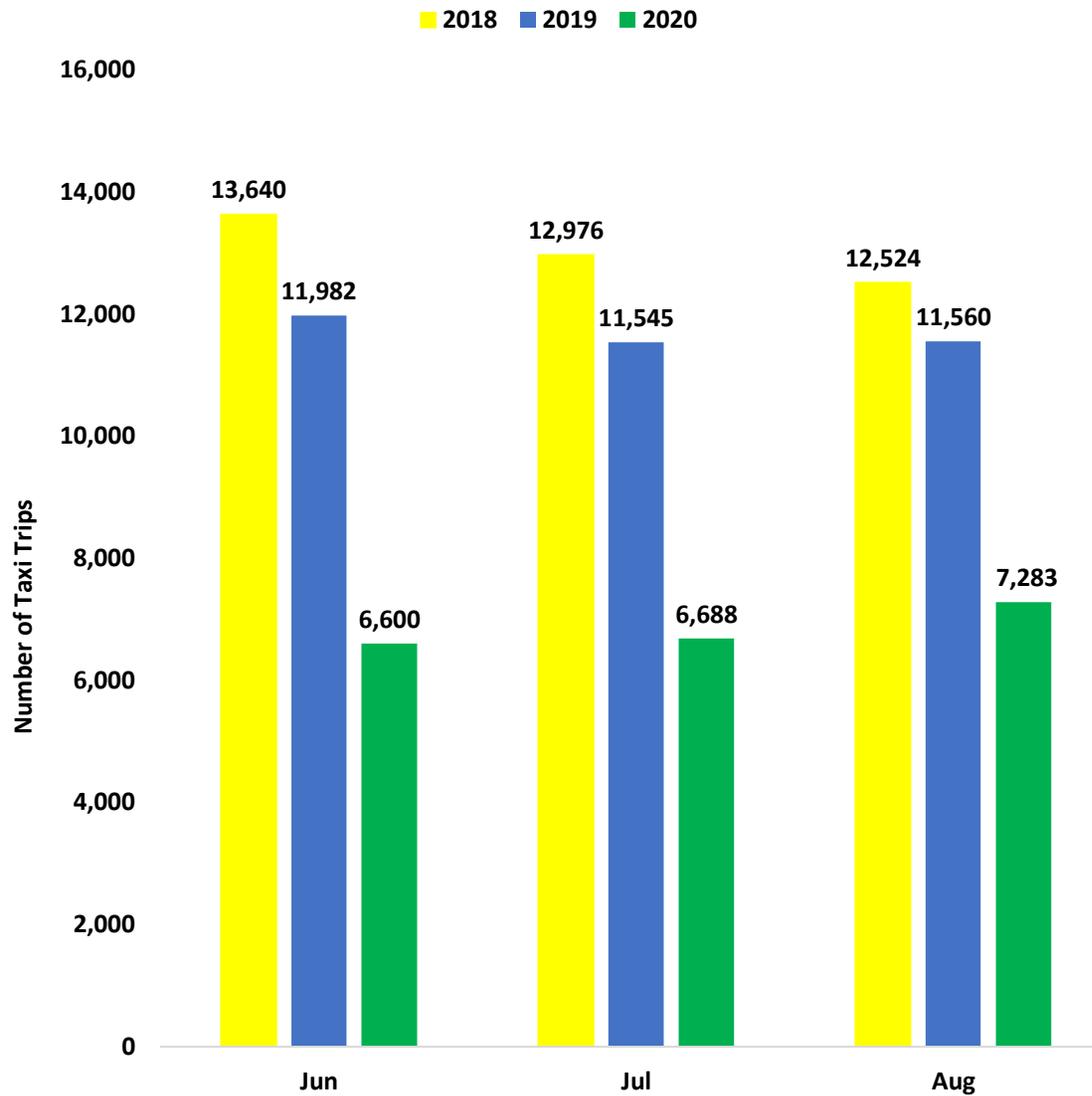


FYTD No. of Taxi Trips

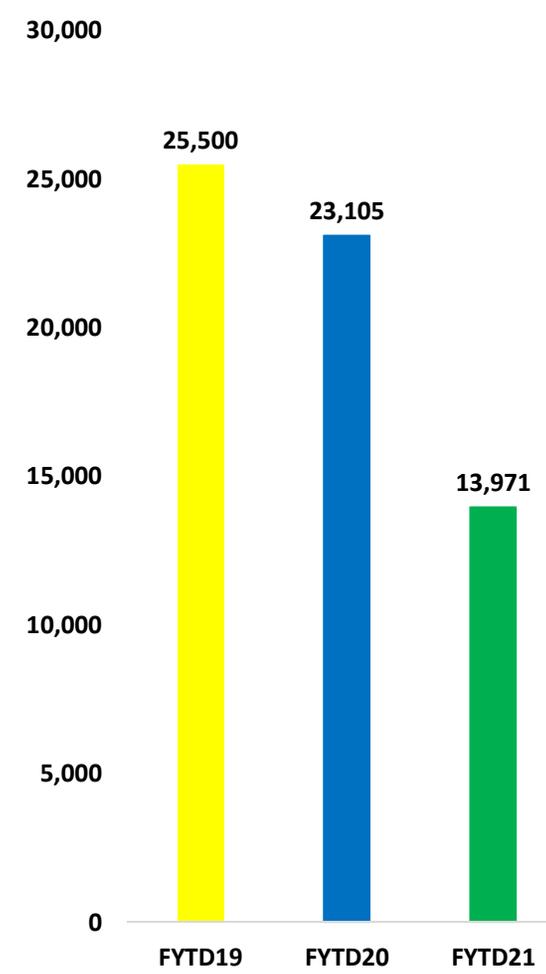


The left chart compares taxi trips for the three (3) most recent months in the calendar year. The right chart measures the total number of taxi trips fiscal-year-to-date for FY 2019, 2020 and 2021.

Taxi Trips Three (3) Month Comparison - As of August 2020



FYTD No. of Taxi Trips



The left chart compares taxi trips for the three (3) most recent months in the calendar year. The right chart measures the total number of taxi trips fiscal-year-to-date for FY 2019, 2020 and 2021.

SunLine Services Group
CONSENT CALENDAR

DATE: September 23, 2020 **RECEIVE & FILE**

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) June & July 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 June:

- Variance chart displays the total fiscal-year-to-date variance between revenue and expenses for the 2020 fiscal year.
- The Taxi Business Emergency Relief Measure ratified on April 22, 2020 waived \$60,738 in Taxicab Business Permit fees (March – June 2020 installment payments). The measure provided needed financial relief to the taxicab businesses resulting from the negative impact that the COVID-19 pandemic has had on the industry.
- Expenses for the 2020 fiscal year are greater than revenues by \$14,074.
- The FY20 budget was approved at a \$9,509 deficit to allow the taxicab businesses time to financially benefit from the changes that stemmed from the passing of AB-1069. The use of previous years' operating fund reserves are required to the cover deficit.

For July:

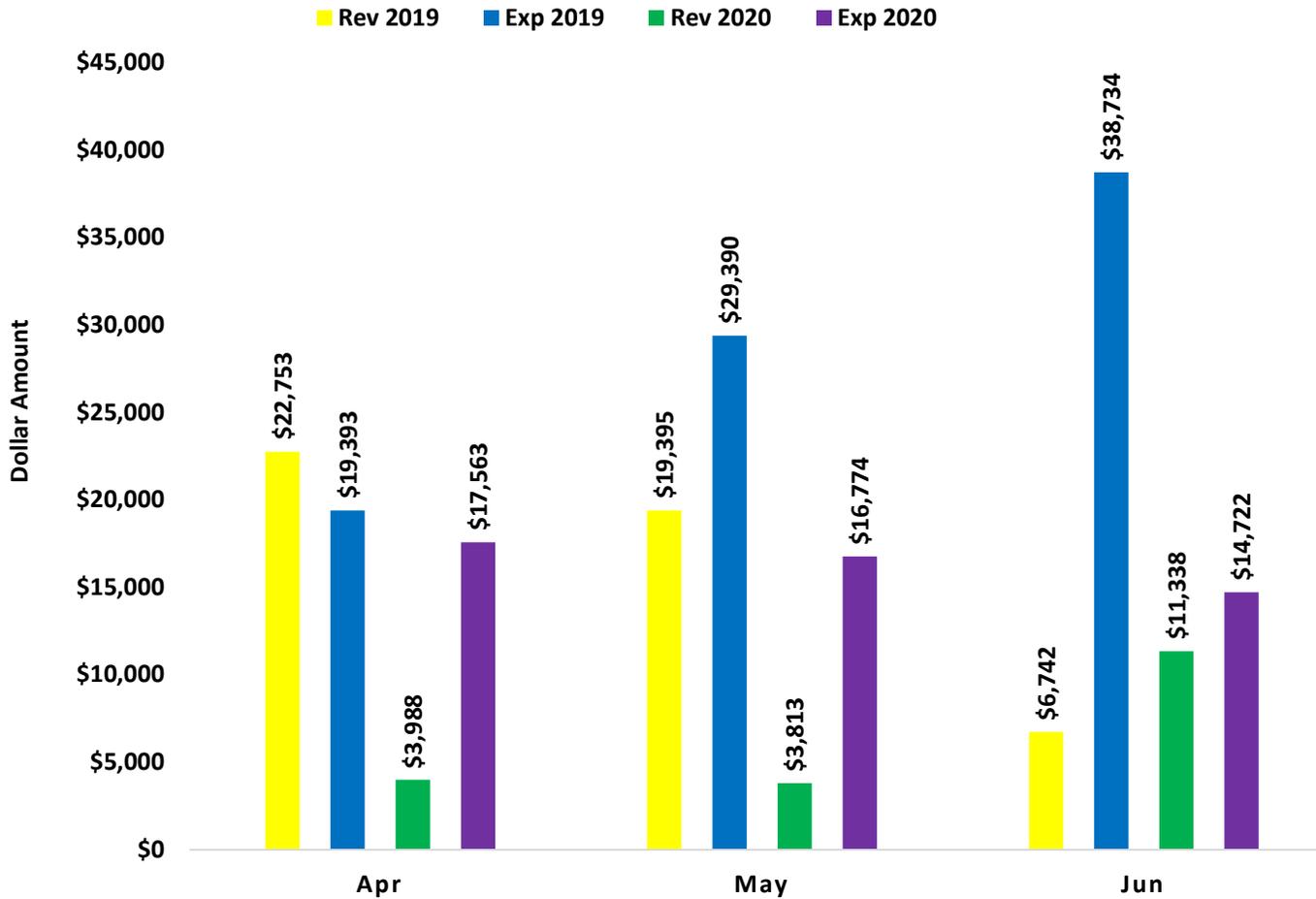
- Variance chart displays the total variance between revenue and expense occurring to date, for the new 2021 fiscal year.

- Expenses for the current fiscal year are greater than revenues by \$612.
- The unfavorable variance for July 2020 is attributed to the decline in taxicab vehicle permit revenues due to the COVID-19 pandemic.

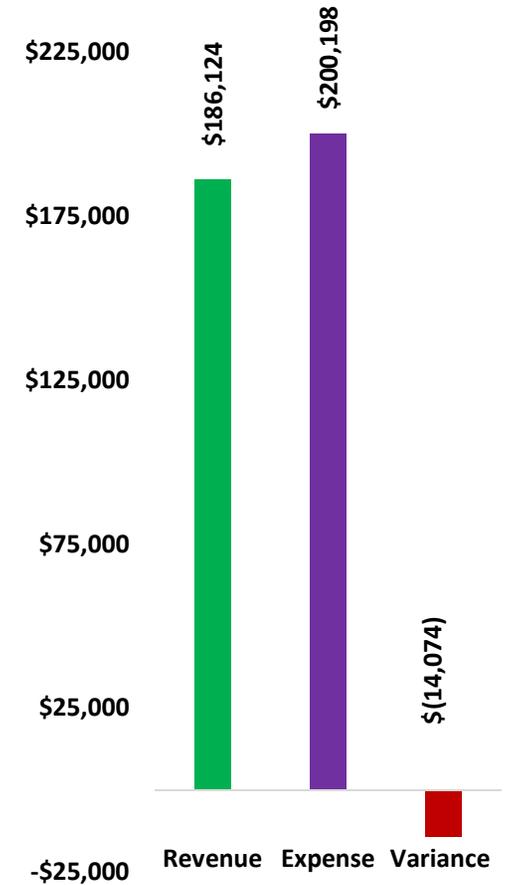
Recommendation:

Receive and file.

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

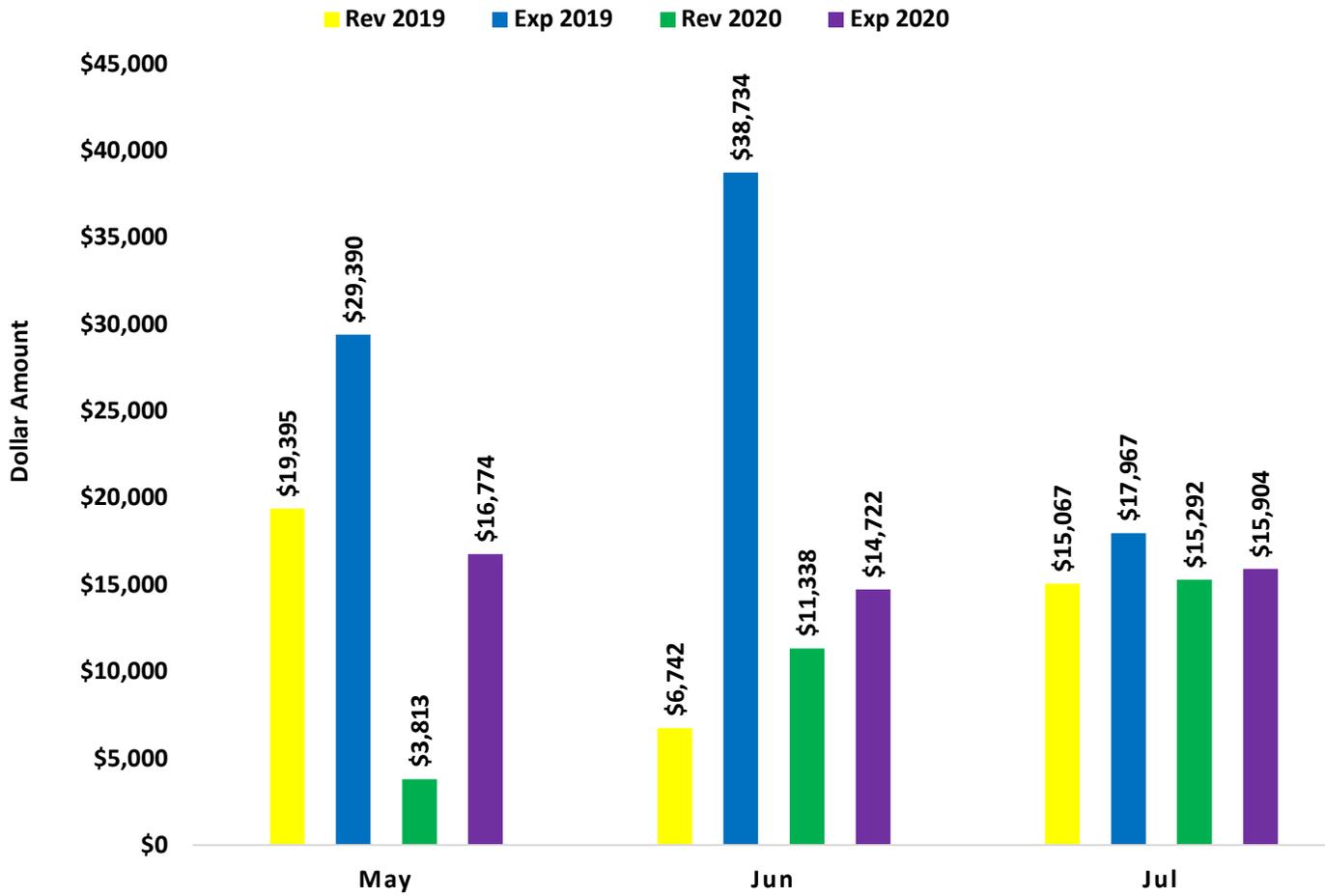


Variance FYTD June 2020

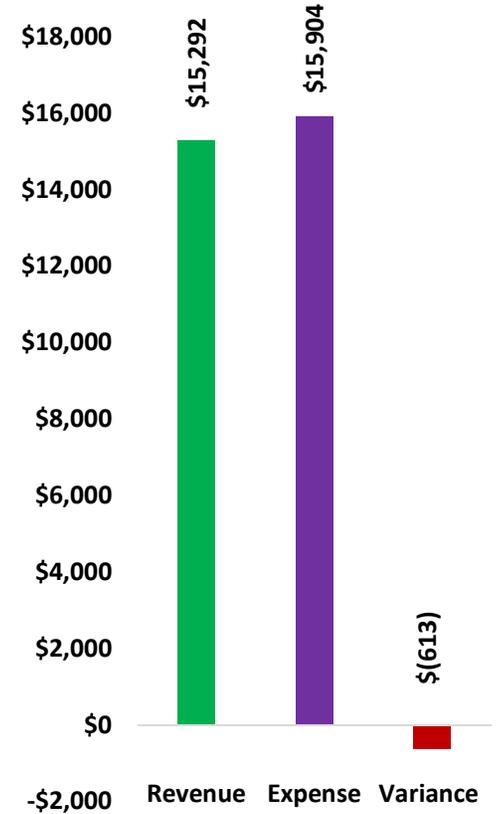


The left chart compares Revenues vs. Expenses for the three (3) most recent months in the calendar year. The right chart measures Revenues vs. Expenses for FY20.

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



Variance FYTD July 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.