



SunLine Services Group  
January 22, 2020  
11:00 a.m.– 11:25 a.m.

## AGENDA

**TAXI COMMITTEE**  
**Wellness Training Room**  
**32-505 Harry Oliver Trail**  
**Thousand Palms, CA 92276**

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](http://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. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. 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.

**ITEM**

**RECOMMENDATION**

**6. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**7. 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.

7a) Checks \$1,000 and Over Report for October & November 2019

(PAGE 3-5)

7b) Monthly Budget Variance Report for October & November 2019

(PAGE 6-10)

7c) Taxi Trip Data – November & December 2019

(PAGE 11-13)

7d) Metric (Taxi Expense vs Taxi Revenue) October & November 2019

(PAGE 14-17)

**8. RESOLUTION NO. 088 – TAXICAB BUSINESS DISTINCT APPEARANCE DETERMINATION APPEAL FEE**

**ACTION**

(Staff: Michal Brock, Taxi Administrator)

(PAGE 18-21)

**9. ADJOURN**

**SunLine Services Group****CONSENT CALENDAR**

DATE: January 22, 2020 **RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for October & November 2019

**Summary:**

The checks \$1,000 and over 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 October, 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 November, the largest payment issued represents reimbursements made to Burke, Williams & Sorensen for legal services.

**Recommendation:**

Receive and file.

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
October 2019**

NOTE: 1). Bold check payments represent "pass through" 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/4/19	90682	10/08/2019	4,649.53
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/18/19	90693	10/31/2019	2,313.31
SUNLINE TRANSIT AGENCY	SRA Overhead Oct 2019	90687	10/18/2019	2,174.00
BURKE, WILLIAMS & SORENSEN, LLP	Sept 2019 Legal Services	90683	10/11/2019	2,112.00
<b>Total Checks Over \$1,000</b>	\$11,248.84			
<b>Total Checks Under \$1,000</b>	\$2,293.89			
<b>Total Checks</b>	\$13,542.73			

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
November 2019**

NOTE: 1). Bold check payments represent "pass through" 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
BURKE, WILLIAMS & SORENSEN, LLP	Oct 2019 Legal Services	90702	11/22/2019	3,264.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/01/19	90695	11/08/2019	2,313.31
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/15/19	90700	11/18/2019	2,313.31
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/29/19	90708	11/29/2019	2,243.09
SUNLINE TRANSIT AGENCY	SRA Overhead Nov 2019	90699	11/15/2019	2,174.00
ATWORK FRANCHISE, INC.	Temporary Help	90698	11/15/2019	1,735.56
ATWORK FRANCHISE, INC.	Temporary Help	90694	11/08/2019	1,562.00
<b>Total Checks Over \$1,000</b>	\$15,605.27			
<b>Total Checks Under \$1,000</b>	\$4,712.62			
<b>Total Checks</b>	\$20,317.89			

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: January 22, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for October & November 2019

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 year to date (YTD) values. The current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

For October:

- As of October 31, 2019, the organization's revenues are \$4,393 under budget or 6.0% below the YTD budget. Expenditures are \$14,693 under budget or 17.3% below the YTD budget.
- The net YTD operating gain (loss) after expenses is (\$1,273).

For November:

- As of November 30, 2019, the organization's revenues are \$7,067 under budget or 7.1% below the YTD budget. Expenditures are \$23,405 under budget or 22.1% below the YTD budget.
- The net YTD operating gain (loss) after expenses is \$9,160.

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
October 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	5,000	100	417	(317)	700	1,667	(967)	86.0%
New Driver Permit Revenue	7,500	225	625	(400)	420	2,500	(2,080)	94.4%
Taxi Business Permit	180,000	16,866	16,866	0	51,597	51,597	0	71.3%
Driver Transfer Revenue	500	125	42	83	125	167	(42)	75.0%
Driver Renewal Revenue	5,000	325	417	(92)	1,075	1,667	(592)	78.5%
Driver Permit Reinstatement/Replacement	50	0	4	(4)	20	17	3	60.0%
Vehicle Permit Revenue	45,000	3,988	3,750	238	14,950	15,000	(50)	66.8%
Other Revenue	500	0	42	(42)	0	167	(167)	100.0%
Operator Application Fee	1,500	0	125	(125)	0	500	(500)	100.0%
<b>Total Revenue</b>	<b>245,050</b>	<b>21,629</b>	<b>22,287</b>	<b>(658)</b>	<b>68,887</b>	<b>73,280</b>	<b>(4,393)</b>	<b>71.9%</b>
<b>Expenses:</b>								
Salaries and Wages	96,706	4,843	8,059	3,216	25,969	32,235	6,266	73.1%
Fringe Benefits	76,861	2,488	6,405	3,917	15,911	25,620	9,709	79.3%
Services	55,300	5,825	4,608	(1,217)	20,516	18,433	(2,083)	62.9%
Supplies and Materials	5,486	291	457	166	569	1,829	1,260	89.6%
Utilities	4,833	403	403	0	1,612	1,611	(1)	66.6%
Casualty and Liability	7,973	664	664	0	2,656	2,658	2	66.7%
Taxes and Fees	300	0	25	25	4	100	96	98.6%
Miscellaneous	7,100	2,276	592	(1,684)	2,922	2,367	(555)	58.8%
<b>Total Expenses</b>	<b>254,559</b>	<b>16,790</b>	<b>21,213</b>	<b>4,423</b>	<b>70,160</b>	<b>84,853</b>	<b>14,693</b>	<b>72.4%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ (9,509)</b>	<b>\$ 4,838</b>			<b>\$ (1,273)</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

**Revenue - Unfavorable**

- The unfavorable variance in revenues is attributed to lower revenues collected than budgeted amounts for revenue fines, new driver permit revenue, driver renewal revenue, and operator application fee.
- As of YTD FY20 there is a decrease of 2,129 Taxi Trips compared to the YTD FY19.

Taxi Trips				
	FY19-Oct	FY20-Oct	Variance	%Δ
Trips	17,886	16,785	(1,101)	-6.2%

Taxi Trips				
	YTD-FY19	YTD-FY20	Variance	%Δ
Trips	55,178	53,049	(2,129)	-3.9%

**Salaries and Wages - Favorable**

- Salary and wage expenses are within an acceptable range of the budget.

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to lower balances for accrual expenses.

**Services - Unfavorable**

- Legal service fees were incurred for research and review of the taxi ordinance, and temporary help service expenditures incurred to cover a vacant position.

**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**

- Taxes and Fees are within an acceptable range of the budget.

**Miscellaneous - Unfavorable**

- Miscellaneous expenditures are unfavorable due to travel and training expenses for October.  
Travel & training expenses can be attributed to different times at which training sessions are attended.

SunLine Regulatory Administration  
Budget Variance Report  
November 2019

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	5,000	150	417	(267)	850	2,083	(1,233)	83.0%
New Driver Permit Revenue	7,500	375	625	(250)	795	3,125	(2,330)	89.4%
Taxi Business Permit	180,000	20,187	20,187	0	71,784	71,784	0	60.1%
Driver Transfer Revenue	500	75	42	33	200	208	(8)	60.0%
Driver Renewal Revenue	5,000	125	417	(292)	1,200	2,083	(883)	76.0%
Driver Permit Reinstatement/Replacement	50	10	4	6	30	21	9	40.0%
Vehicle Permit Revenue	45,000	2,013	3,750	(1,738)	16,963	18,750	(1,788)	62.3%
Other Revenue	500	0	42	(42)	0	208	(208)	100.0%
Operator Application Fee	1,500	0	125	(125)	0	625	(625)	100.0%
<b>Total Revenue</b>	<b>245,050</b>	<b>22,935</b>	<b>25,608</b>	<b>(2,673)</b>	<b>91,822</b>	<b>98,888</b>	<b>(7,067)</b>	<b>62.5%</b>
<b>Expenses:</b>								
Salaries and Wages	96,706	4,166	8,059	3,893	30,135	40,294	10,159	68.8%
Fringe Benefits	76,861	2,822	6,405	3,583	18,734	32,025	13,292	75.6%
Services	55,300	3,745	4,608	863	24,261	23,042	(1,220)	56.1%
Supplies and Materials	5,486	82	457	375	651	2,286	1,635	88.1%
Utilities	4,833	403	403	0	2,015	2,014	(1)	58.3%
Casualty and Liability	7,973	664	664	0	3,320	3,322	2	58.4%
Taxes and Fees	300	0	25	25	4	125	121	98.6%
Miscellaneous	7,100	619	592	(28)	3,541	2,958	(583)	50.1%
<b>Total Expenses</b>	<b>254,559</b>	<b>12,502</b>	<b>21,213</b>	<b>8,711</b>	<b>82,662</b>	<b>106,066</b>	<b>23,405</b>	<b>67.5%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ (9,509)</b>	<b>\$ 10,433</b>			<b>\$ 9,160</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

**Revenue - Unfavorable**

- The unfavorable variance in revenues is attributed to lower revenues collected than budgeted amounts for revenue fines, new driver permit revenue, driver renewal revenue, and vehicle permit revenue.
- As of YTD FY20 there is a decrease of 6,326 Taxi Trips compared to the YTD FY19.

Taxi Trips				
	FY19-Nov	FY20-Nov	Variance	%Δ
Trips	20,615	16,418	(4,197)	-20.4%

Taxi Trips				
	YTD-FY19	YTD-FY20	Variance	%Δ
Trips	75,793	69,467	(6,326)	-8.3%

**Salaries and Wages - Favorable**

- Saving in salaries and wages are due to a vacant position, and lower expenses for allocated salaries.

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to a vacant position, and lower balances for accruals.

**Services - Unfavorable**

- Legal service fees were incurred for research and review of the taxi ordinance, and temporary help service expenditures incurred to cover a vacant position.

**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**

- Taxes and Fees are within an acceptable range of the budget.

**Miscellaneous - Unfavorable**

- Miscellaneous expenditures are unfavorable due to travel and training expenses for October and November.  
Travel & training expenses can be attributed to different times at which training sessions are attended.

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: January 22, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – November & December 2019

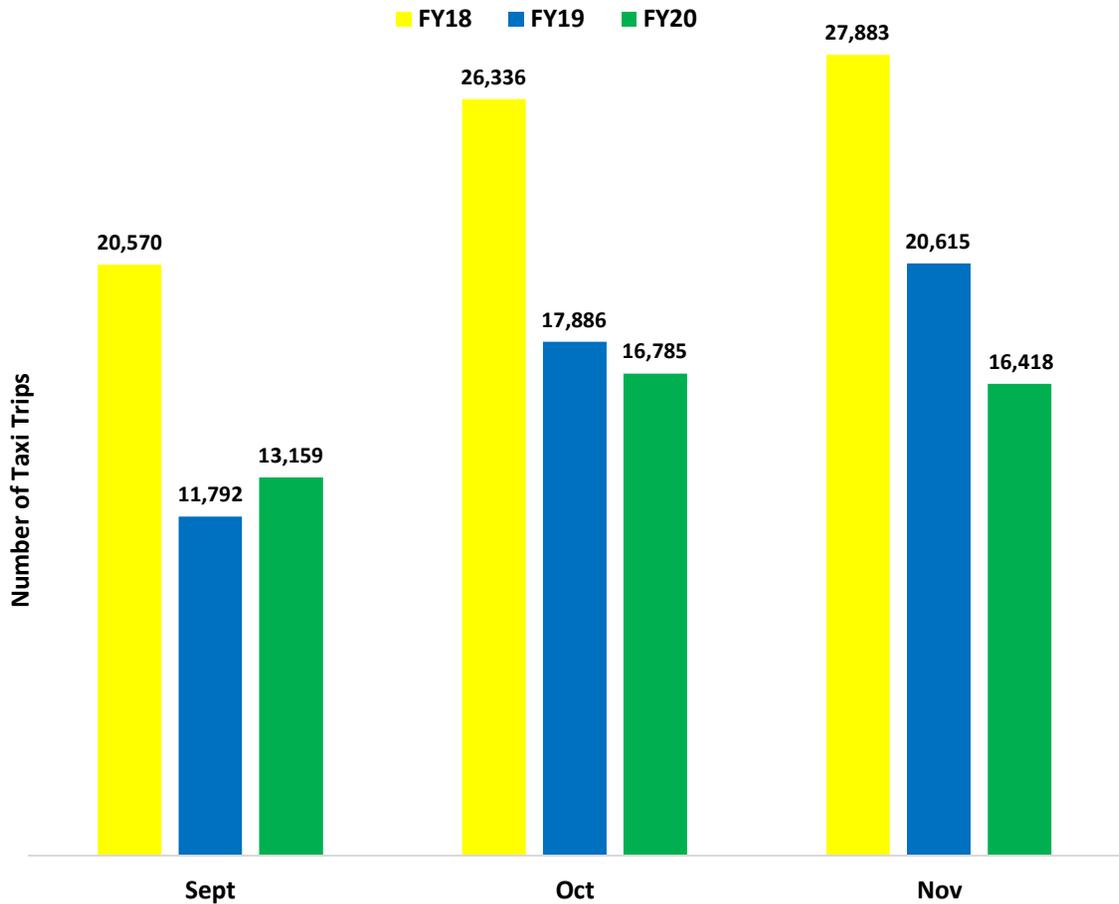
Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the most recent three (3) month period and the total taxi trips for the current fiscal year compared to the two (2) previous fiscal years. Transportation Network Company operations continue to negatively impact taxicab ridership in our jurisdiction. There were 4,195 fewer taxi trips in November 2019 compared to November 2018. In December 2019, there were 1,119 fewer taxi trips compared to December 2018. For fiscal year-to-date, there were 7,445 fewer taxi trips to date for FY20 than for the same period in FY19.

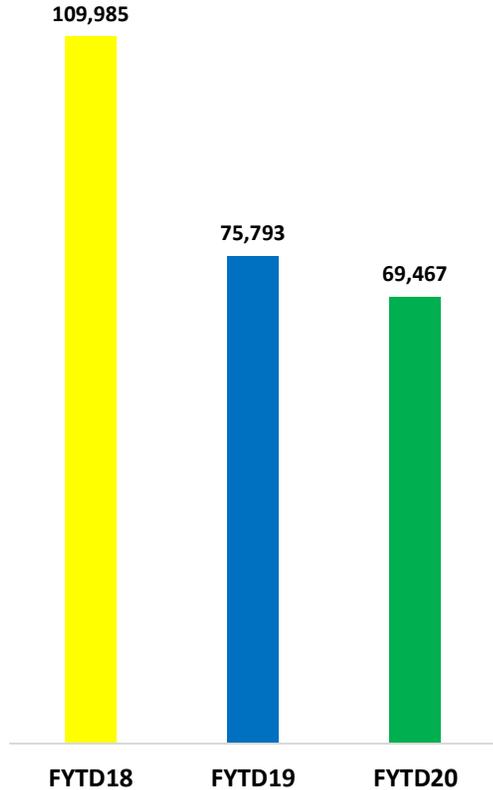
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison - As of Nov 2019

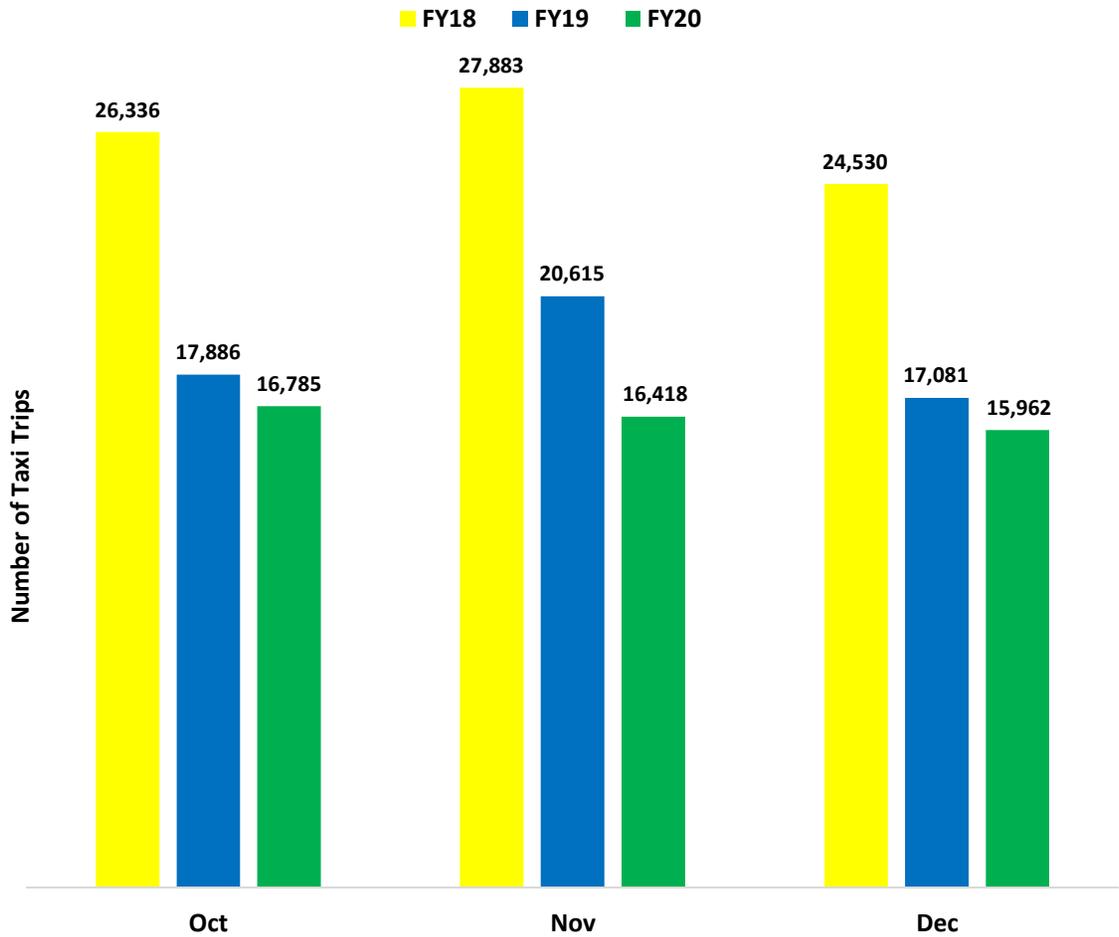


### FYTD No. of Taxi Trips

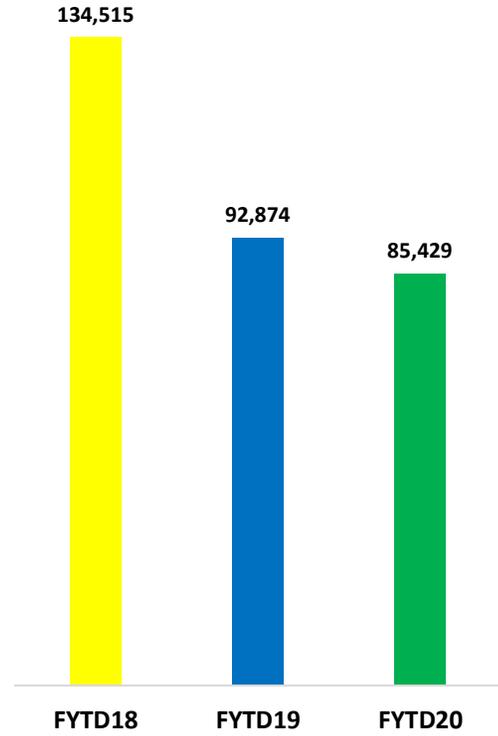


The graph compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2018, 2019 and 2020.

### Taxi Trip Three (3) Month Comparison - As of Dec 2019



### FYTD No. of Taxi Trips



The graph 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: January 22, 2020

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) October & November 2019

Summary:

The chart displays revenue and expenses for the current month and two 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 October:

- Variance chart displays the total variance between revenue and expense occurring to date for the 2020 fiscal year.
- A favorable variance for October 2019 is attributed to the increase on the monthly installment payment plan for the annual business permit fee that is based on seasonal business trends for the taxi industry.
- Expenses for the current fiscal year are greater than accrued revenues by \$1,273.

For November:

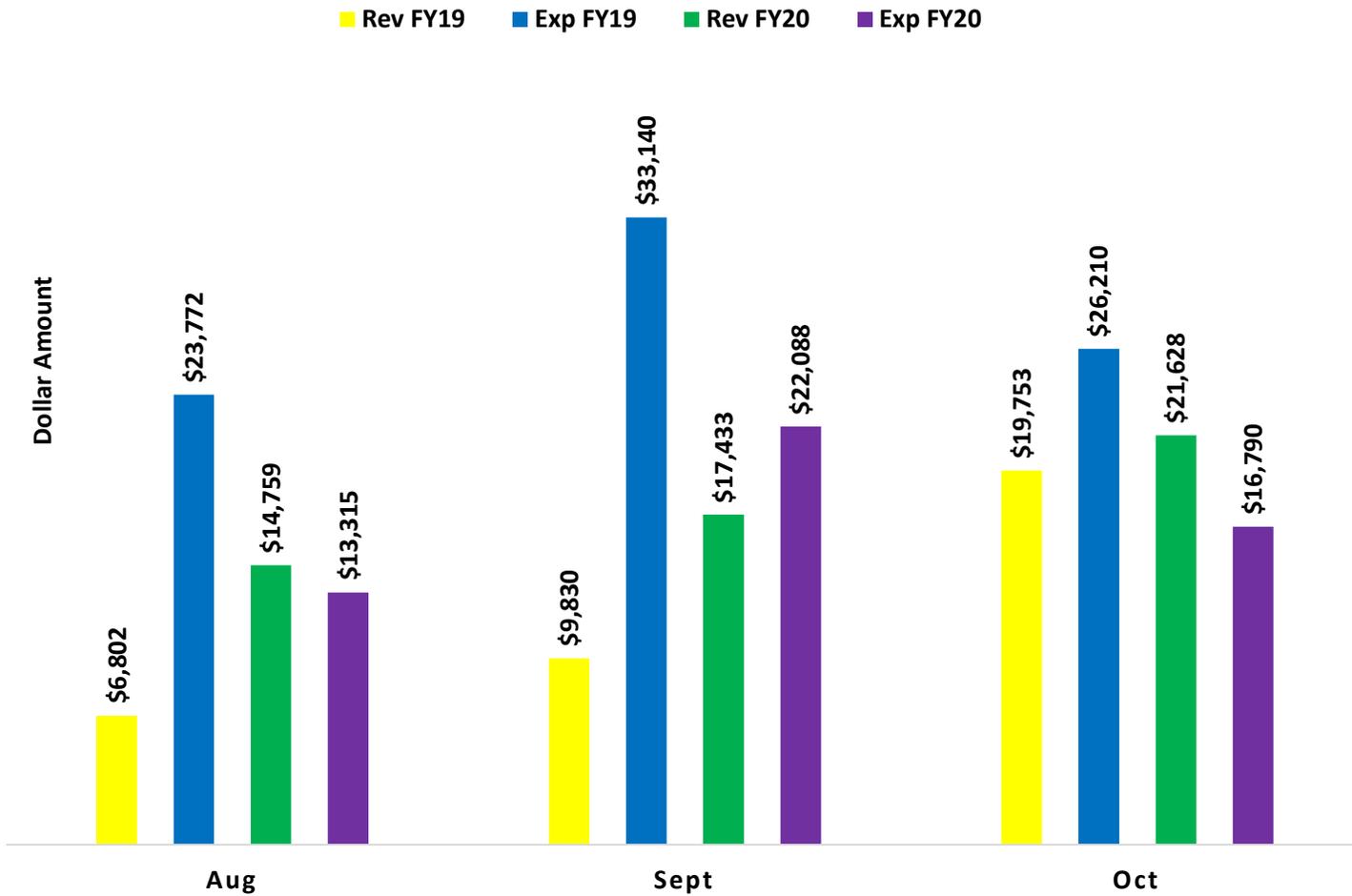
- Variance chart displays the total variance between revenue and expense occurring to date for the 2020 fiscal year.
- A favorable variance for November 2019 is attributed to the increase on the monthly installment payment plan for the annual business permit fee that is based on seasonal business trends for the taxi industry and reduction in legal expenses.

- Revenues for the current fiscal year are greater than accrued expenses by \$9,160.
- 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 cover deficit.

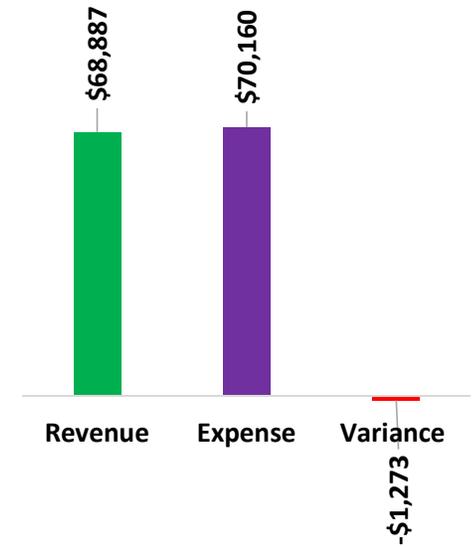
Recommendation:

Receive and file.

## Revenue vs. Expense Three (3) Month Comparison As of Oct 2019

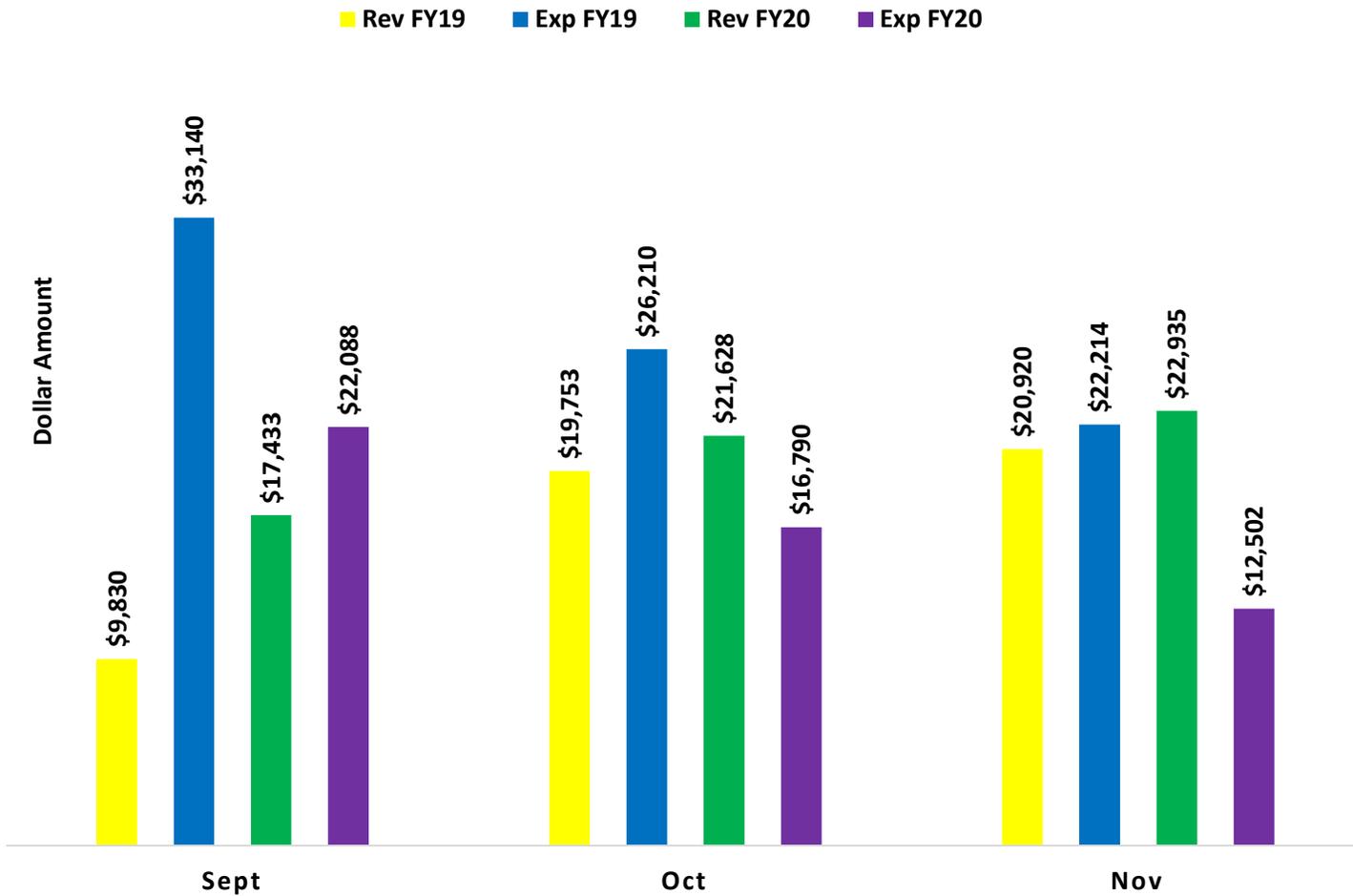


## Variance FYTD Oct 2019

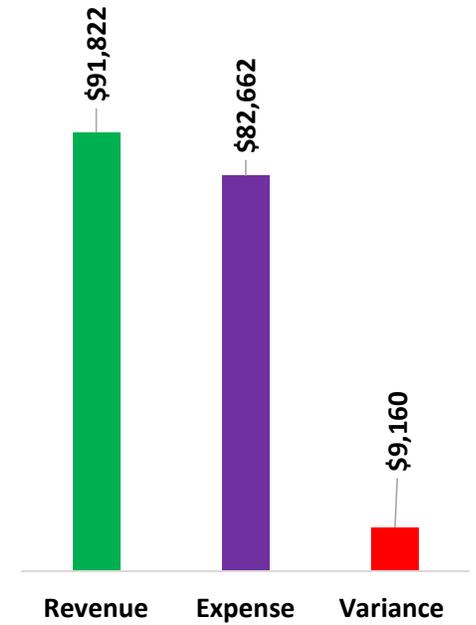


The graph compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

## Revenue vs. Expense Three (3) Month Comparison As of Nov 2019



## Variance FYTD Nov 2019



The graph 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:** January 22, 2020 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Michal Brock, Taxi Administrator

**RE:** Resolution No. 088 – Taxicab Business Distinct Appearance  
Determination Appeal Fee

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### Recommendation

Recommend that the Board of Directors approve Resolution No. 088 which sets the Taxicab Business Distinct Appearance Determination Appeal Fee.

### Background

At the December 4, 2019 meeting, the Board of Directors approved language adding a taxicab distinct appearance appeal process to Section R.7.15 of the Taxicab Regulations of SunLine Regulatory Administration (SRA). The appeal process stipulates that the cost of the appeal shall be the responsibility of the appealing party and that the fee shall be established by resolution of the Board of Directors. A per hour cost associated for this appeal has been identified as follows:

<b>Appeal Cost Breakdown</b>			
<b>Cost Description</b>	<b>Per Hr. Cost</b>	<b>Estimated Hrs.</b>	<b>Extended Cost</b>
SRA Overhead Expenses	\$ 125.00	2.60	\$ 325.00
Third Party Hearing Officer	\$ 250.00	3.50	\$ 875.00
	Deposit Total		\$ 1,200.00

A deposit of \$1,200.00 will be required to file a Taxicab Business Distinctive Appearance Appeal. Should more than 70% of the deposit be expended prior to any action taken, the appealing party will be required to pay an additional deposit of \$400.00. Additionally, should the cost of the appeal be less than the amount deposited, the remaining balance will be refunded to the appealing party.

### Financial Impact

None.

# SUNLINE SERVICES GROUP

## RESOLUTION NO. 088

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE SERVICES GROUP, CALIFORNIA, ADOPTING A DISTINCTIVE APPEARANCE DETERMINATION APPEAL FEE FOR TAXICAB BUSINESSES 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; and

**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. 2019-01 regulating taxicab services within the Coachella Valley; and

**WHEREAS**, the Board of Directors hereby finds that the appeal fee established herein is 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. Taxicab Distinctive Appearance Appeal Costs
  - 1.1 The appealing party is responsible for paying the costs of the hearing officer and staff time incurred pursuant to any Taxicab Business Distinctive Appearance Determination Appeal.
  - 1.2 The cost for staff time expended by SunLine Regulatory Administration pursuant to the Taxicab Distinctive Appearance Determination Appeal shall be billed to the appealing party at the rate of \$125.00 an hour.
  - 1.3 The following Appeal deposit shall be levied for matters pursuant to SSG Ordinance No. 2019-01, Chapter One, Article II, Section 2.010 and Taxicab Regulations of the SunLine Regulatory Administration, Section R.7.15:
    - (a) Taxicab Business Distinctive Appearance Determination Appeal Deposit shall be \$ 1,200.00.

- 1.4 No hearing on a Taxicab Business Distinctive Appearance Determination Appeal shall be held unless all deposits requested have been fully paid.
- 1.5 If at any time before action is taken on the Taxicab Business Distinctive Appearance Appeal, more than 70% of the deposit has been expended on the application, the appealing party shall be required to pay an additional deposit of \$400.00.
- 1.6 If the cost of a hearing officer and staff time spent on the Taxicab Business Distinctive Appearance Appeal is less than the amount of the deposit, the balance shall be refunded to the appealing party.

2. This Resolution shall take effect February 1, 2020.

ADOPTED this 22nd day of January, 2020.

ATTEST:

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Brittney B. Sowell  
Clerk of the Board  
SunLine Services Group

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Kathleen Kelly  
Chairperson of the Board  
SunLine Services Group

APPROVED AS TO FORM:

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Eric S. Vail  
General Counsel

STATE OF CALIFORNIA    )  
  ) ss.  
COUNTY OF RIVERSIDE    )

I, BRITTNEY B. SOWELL, 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\_\_.

\_\_\_\_\_  
Brittney B. Sowell  
Clerk of the Board  
SunLine Services Group