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,

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)

5. FINALIZATION OF AGENDA

6. PUBLIC 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

8. CONSENT CALENDAR

   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)
<table>
<thead>
<tr>
<th>ITEM</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8b) Monthly Budget Variance Report for May 2020</td>
<td>(PAGE 19-21)</td>
</tr>
<tr>
<td>8c) Taxi Trip Data – June 2020</td>
<td>(PAGE 22-23)</td>
</tr>
<tr>
<td>8d) Metric (Taxi Expense vs Taxi Revenue) May 2020</td>
<td>(PAGE 24-25)</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Phase I - College of the Desert (COD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• January – May 2020</td>
</tr>
<tr>
<td>o Terminated after seven (7) weeks due to campus closures in response to COVID-19</td>
</tr>
<tr>
<td>• 98 Eligible Students</td>
</tr>
<tr>
<td>• Service: M-Th, 7 a.m. – 10 p.m.</td>
</tr>
<tr>
<td>• Planned to expand student eligibility and operation hours</td>
</tr>
</tbody>
</table>
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
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

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

Connecting Bus Stop
Connecting Bus Stop (suspended)
Grocery
Medical Services
High School / University
Soccer Park
DMV
Route 111
Route 32
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

TO: 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.
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.

<table>
<thead>
<tr>
<th>Vendor Filed As Name</th>
<th>Description</th>
<th>Check #</th>
<th>Payment Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>SRA Overhead May 2020 and Payroll Liabilities 5/1/20</td>
<td>90777</td>
<td>05/06/2020</td>
<td>6,956.71</td>
</tr>
<tr>
<td>SUNLINE TRANSIT AGENCY</td>
<td>Payroll Liabilities 5/15/20</td>
<td>90783</td>
<td>05/20/2020</td>
<td>4,782.71</td>
</tr>
<tr>
<td>BURKE, WILLIAMS &amp; SORENSEN, LLP</td>
<td>Legal Service Apr 2020</td>
<td>90780</td>
<td>05/13/2020</td>
<td>1,320.00</td>
</tr>
</tbody>
</table>

**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
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 \(\frac{1}{12}\) 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.
## Revenue Variance

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY20 FYTD Budget</td>
<td>Favorable</td>
<td>Favorable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>FYTD Actual</td>
<td>(Unfavorable)</td>
<td>(Unfavorable)</td>
</tr>
<tr>
<td>Revenues:</td>
<td>FY20 FYTD Budget</td>
<td>Favorable</td>
<td>Favorable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>FYTD Actual</td>
<td>(Unfavorable)</td>
<td>(Unfavorable)</td>
</tr>
<tr>
<td>Revenue Fines</td>
<td>5,000</td>
<td>100</td>
<td>417</td>
</tr>
<tr>
<td>New Driver Permit Revenue</td>
<td>7,500</td>
<td>-</td>
<td>625</td>
</tr>
<tr>
<td>Taxi Business Permit</td>
<td>180,000</td>
<td>-</td>
<td>13,476</td>
</tr>
<tr>
<td>Driver Transfer Revenue</td>
<td>500</td>
<td>-</td>
<td>42</td>
</tr>
<tr>
<td>Driver Renewal Revenue</td>
<td>5,000</td>
<td>100</td>
<td>417</td>
</tr>
<tr>
<td>Driver Permit Reinstatement/Replacement</td>
<td>50</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Vehicle Permit Revenue</td>
<td>45,000</td>
<td>3,613</td>
<td>3,750</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>500</td>
<td>-</td>
<td>42</td>
</tr>
<tr>
<td>Operator Application Fee</td>
<td>1,500</td>
<td>-</td>
<td>125</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>245,050</td>
<td>3,813</td>
<td>18,897</td>
</tr>
</tbody>
</table>

## Expense Variance

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Total Budget</th>
<th>Current Month</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY20 FYTD Budget</td>
<td>Favorable</td>
<td>Favorable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>FYTD Actual</td>
<td>(Unfavorable)</td>
<td>(Unfavorable)</td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>93,706</td>
<td>7,877</td>
<td>7,809</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>73,861</td>
<td>5,947</td>
<td>6,155</td>
</tr>
<tr>
<td>Services</td>
<td>61,570</td>
<td>1,169</td>
<td>5,131</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>5,216</td>
<td>649</td>
<td>435</td>
</tr>
<tr>
<td>Utilities</td>
<td>4,833</td>
<td>403</td>
<td>403</td>
</tr>
<tr>
<td>Casualty and Liability</td>
<td>7,973</td>
<td>664</td>
<td>664</td>
</tr>
<tr>
<td>Taxes and Fees</td>
<td>300</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7,100</td>
<td>64</td>
<td>592</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>254,559</td>
<td>16,774</td>
<td>21,213</td>
</tr>
</tbody>
</table>

## Total Operating Surplus (Deficit)

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 FYTD Budget</th>
<th>Favorable</th>
<th>Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td></td>
<td>FYTD Actual</td>
<td>(Unfavorable)</td>
<td>(Unfavorable)</td>
</tr>
<tr>
<td>Total Operating Surplus (Deficit)</td>
<td>$ (9,509)</td>
<td>$ (12,961)</td>
<td>$ (10,689)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>FY19-May</th>
<th>FY20-May</th>
<th>Variance</th>
<th>%Δ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trips</td>
<td>16,760</td>
<td>4,616</td>
<td>(12,144)</td>
<td>-72.5%</td>
</tr>
</tbody>
</table>

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

TO: 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.
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.

The chart shows the number of taxi trips for April, May, and June 2020, comparing FY 2018, FY 2019, and FY 2020.

For April:
- FYTD 2018: 25,793
- FYTD 2019: 18,481
- FYTD 2020: 3,239

For May:
- FYTD 2018: 22,413
- FYTD 2019: 16,760
- FYTD 2020: 4,616

For June:
- FYTD 2018: 13,640
- FYTD 2019: 11,982
- FYTD 2020: 6,600

The chart provides a visual comparison of the number of taxi trips for each month across the three fiscal years.
SunLine Services Group

CONSENT CALENDAR

DATE: July 22, 2020

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.
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

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.