Agenda Item: 4

Key Personnel Exemption Update [INFORMATION AND DISCUSSION]

CITY AND COUNTY OF SAN FRANCISCO



TAXI COMMISSION MAYOR GAVIN NEWSOM

COMMISSIONERS TELEPHONE (415) 554-7737

PAUL GILLESPIE, PRESIDENT, ext. 3
PATRICIA BRESLIN, VICE PRESIDENT
RICHARD BENJAMIN, COMMISSIONER, ext. 1
MALCOLM HEINICKE, COMMISSIONER ext. 4
BRUCE OKA, COMMISSIONER, ext. 5
TOM ONETO, COMMISSIONER, ext. 6
MIN PAEK, COMMISSIONER, ext. 7

HEIDI MACHEN, EXECUTIVE DIRECTOR

TO:

HONORABLE TAXI COMMISSIONERS

FROM:

EXECUTIVE DIR. HEIDI MACHEN

RE:

KEY PERSONNEL EXEMPTION UPDATE

DATE:

FEBRUARY 12, 2008

BACKGROUND: In the summer of 2006, the Board of Supervisors passed an ordinance amending the San Francisco Municipal Police Code (MPC) by adding Section 1081.5 to modify the taxi medallion holder driving requirement for designated taxi company key personnel.

This ordinance allows qualified taxi medallion holders who work at a taxicab company to modify their required 800 hour or 156-4 hour shifts by instead working 1500 hours as a "key personnel," or payroll employee working on-site at a taxi company's principal place of business. Taxi companies may designate a certain number of key personnel with this modification according to the schedule laid out in the MPC, starting with one designation for companies that have between 11-20 medallions and ending at 9 key personnel for companies with over 400 medallions plus one additional key personnel for every 100 medallions beyond 400. Color schemes having less than 11 medallions may not claim a key personnel driving modification.

In the event that a permit-holder performs at least 750 hours of work as a key personnel but not the entire 1500 hours required, he is given a pro-rata credit toward completion of the driving requirement. The credit corresponds to the percentage of 1500 hours that the permit-holder worked. For instance, since 1500 hours worked as a key personnel substitutes for 680 hours driven, if a permit-holder worked 1200 hours, he would be credited with 80% of the 680 hours, leaving 20% to add to the 120 hours of driving required. Thus, his final hours owed driving would be 120 plus 136 (20% of 680), or 256 total hours driving required on top of the 1200 hours worked as a key personnel.

PROCEDURE: The MPC established some administrative duties for the Taxi Commission in regulating this section. A color scheme wishing to participate in the key personnel modification must file its designation(s) on a form provided by the Taxi Commission by December 1st of the preceding year. No later than February 1st of each year, each company that has designated one or more permit holders as key personnel must submit a written statement under penalty of perjury declaring the number of hours each of the designated personnel worked in that capacity for the company during the previous year.

key personnel designation by providing Taxi Commission with a list of names by December 1st of 2006. Taxi Commission staff vetted the submissions for eligibility and disqualified some of the submissions. Common reasons for disqualification included: taxi company did not have enough medallions to qualify for a key personnel modification; or the named person was either not a medallion holder or was not an employee of the taxicab company. The Commission questioned other key personnel and has no proof that some personnel are actually working as payroll employees at specific color schemes.

Attached to this memorandum is a copy of the 2007 designations and the 2008 proposed designations. By February 1, 2008, Taxi Commission will collect sworn statements from taxi company representatives stating the number of hours key personnel worked during the year of 2007. Note that Taxi Commission will again disqualify some submissions because the company does not hold enough medallions to designate a key personnel or the designee is not a medallion holder.

CONCLUSION: Although the ordinance makes the taxi companies ultimately responsible for the accuracy of the sworn statement on number of hours its key personnel worked, it does not preclude the Taxi Commission from establishing additional procedures to ensure that taxi companies are in compliance. The Commission may wish to consider establishing additional safeguards at a future meeting, such as requiring certain payroll forms to be submitted. In addition, given the difficulty in getting companies to submit key personnel sworn statements, the Commission may wish to establish a cut-off date, beyond which time medallion holders would not be able to claim the driving modification in the event that a taxi company has not submitted the documentation. The Commission may also wish to hold a special hearing on key personnel and ask each individual claiming the modification to swear under penalty of perjury that he or she is a payroll employee of the designated color scheme.

Attachments:

- 1. November 21, 2007 cover letter from Taxi Commission to All Color Schemes on the key personnel driving modification;
- 2. Municipal Police Code Section 1081.5 Driving Requirements for Designated Taxi Company Key Personnel and Legislative Digest;
- 3. Key Personnel Designation Form 2008 with instructions;
- 4. 2007 List of Key Personnel submitted by taxi companies with notes from Taxi Commission;
- 5. 2008 List of Key Personnel submitted by taxi companies with notes from Taxi Commission;
- 6. Key Personnel Declaration Sworn Statement.

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TOM ONETO, COMMISSIONER, ext. 6
MIN PAEK, COMMISSIONER, ext. 7

HEIDI MACHEN, EXECUTIVE DIRECTOR

All Color Schemes

November 21, 2007

Dear Color Scheme Owner,

On July 14, 2006, the Mayor signed into law the legislation for "Driving Requirements for Designated Taxi Company Key Personnel". Under this legislation, modified driving requirement for qualified taxi company key personnel began on January 1, 2007. Please note that color schemes are restricted in the number of key personnel they may designate based on the number of medallions at their company as of December 2007. The taxi permit holders who have been designated as "key-personnel" may satisfy their annual driving requirement by driving 120 hours per year and performing 1500 hours of work per year as key personnel for their taxi company.

Companies wishing to participate for the year 2008 must designate selected employees as "key personnel" employees on the "Key Personnel Designation Form". The "Key Personnel Designation Form" must be turned into the Taxi Commission office by no later than December 3, 2007, 5PM. The Taxi Commission will only recognize those permit holders named in the "Key Personnel Designation Form". The "Key Personnel Designation Form" and a copy of the legislation have been included for your convenience.

- A permit holder designated as key personnel must be a payroll employee of the taxi company and work on-site at the company's principal place of business.
- Taxi Companies may not change designations during the year.
- The number of designated personnel at a taxi company shall not be increased or decreased during the year even if the number of permits changes during the year.
- A permit holder may only be designated by one company at a time and may not be designated by more than one company during the calendar year.

Please refer to the legislation for details and the number of people that each company may designate.

If you have any questions regarding the legislation or designating key personnel, please contact the Taxi Commission office at 415-503-2180.

Sincerely,

Heidi Machen Executive Director

SEC. 1081.5. DRIVING REQUIREMENTS FOR DESIGNATED TAXI COMPANY KEY PERSONNEL.

- (a) Driving Requirement. Beginning January 1, 2007 and notwithstanding any other provision of this Code, include subdivision (f) of Section 1081, taxi permit-holders who are designated as "key personnel" pursuant to this Section may satisfy their annual driving requirement under Section 1081(f) by driving 120 hours per year and performing 1,500 hours of work per year as key personnel for the company.
- (b) Definitions. For purposes of this Section:
- (i) "Taxi company" shall mean a person or entity holding a valid color scheme permit under Section 1125.
- (ii) "Key personnel" shall mean a permit-holder who works in an administrative capacity or performs functions integral to the company. A permit-holder designated as key personnel must be a payroll employee of the taxi company and work on-site at the company's principal place of business.
- (c) Designation. Each taxi company seeking to designate one or more of its employees for a calendar year pursuant to this Section must file the designation, on a form to be provided by the Taxi Commission, by December 1st of the preceding year. The company may not change designations during the year. A permit-holder may only be designated by one company at a time, and may not be designated by more than one company during a calendar year.

The Taxi Commission will only recognize as designated personnel those permit-holders named in the designation form signed and filed by the color scheme permit-holder or its authorized representative as of December 1st.

(d) Number of Designated Personnel At a Company.

A taxi company with 1 to 10 permits may not designate anyone under this Section.

A taxi company with 11 to 20 permits may designate one person.

A taxi company with 21 to 40 permits may designate two people.

A taxi company with 41 to 60 permits may designate three people.

A taxi company with 61 to 80 permits may designate four people.

A taxi company with 81 to 100 permits may designate five people.

A taxi company with 101 to 150 permits may designate six people.

A taxi company with 151 to 200 permits may designate seven people.

A taxi company with 201 to 300 permits may designate eight people.

A taxi company with 301 to 400 permits may designate nine people.

A taxi company with over 400 permits may designate nine people, plus one additional person for every 100 permits over 400.

The number of permits affiliated with a particular taxi company for the year shall be determined as of December 1st of the previous year, based on the records of the Taxi Commission. The number of designated personnel at a taxi company shall not be increased or decreased during the subsequent calendar year even if the number of permits at that company changes during the year.

- (e) Statement of Work Done. No later than February 1st of each year, each company that has designated one or more permit-holders pursuant to this Section must submit a written statement, under oath, of the number of hours each of its designated personnel worked in that capacity for the company during the previous year. The taxi company shall be responsible for the accuracy of the statement.
- (f) Partial Completion of Requirements. If a permit-holder performs at least 750 hours of work as designated personnel for the company during the year but less than 1,500 hours, the permit-holder shall be entitled to partial credit against the driving requirement on a pro rata basis. The credit shall correspond to the percentage of 1,500 hours that the designated permit-holder worked for the company in such capacity. If a permit-holder does not perform at least 750 hours of work as designated personnel for thecompany during the year, the permit-holder shall not be entitled to any credit against the driving requirement.

(Ord. 181-06, File No. 060539, App. 7/14/2006)

As Amended in Committee 6/19/06

FILE NO. 060539

ORDINANCENO 181-06

[Modifying the driving requirement for designated taxi company key personnel managers.] 2

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Ordinance amending the San Francisco Police Code by adding Section 1081.5, to modify the driving requirement for designated taxi company key personnel managers.

Note:

Additions are single-underline italics Times New Roman; deletions are strikethrough italies Times New Roman. Board amendment additions are double underlined. Board amendment deletions are strikethrough normal.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Police Code is hereby amended by adding Section 1081.5, to read as follows:

SEC. 1081.5. DRIVING REOUIREMENTS FOR DESIGNATED TAXI COMPANY KEY PERSONNEL MANAGERS.

(a) Driving Requirement. Beginning January 1, 2007 and notwithstanding any other provision of this Code, include subdivision (f) of Section 1081, taxi permit-holders who are also taxi company managers designated as "key personnel" pursuant to this Section may satisfy their annual driving requirement under Section 1081(f) by driving 120 hours per year and performing 1,500 hours of work per year as key personnel for the company. This Section shall not apply to the calendar year in which the permit holder first receives the permit and the first full calendar year thereafter, or to any calendar year prior to 2007.

(b) Definitions. For purposes of this Section:

(i) "Taxi company" shall mean a person or entity holding a valid color scheme permit under Section 1125.

(ii) "Key personnel Manager" shall mean a permit-holder who works in an administrative capacity or performs functions integral to the company. a person who handles. directs or controls-some or all of the executive or administrative operations of the taxi

Supervisor Elsbernd BOARD OF SUPERVISORS

company involving the exercise of judgment and discretion. A permit-holder designated as key personnel manager must be a payroll employee of the taxi company and work on-site at the company's principal place of business.

(c) Designation. Each taxi company seeking to designate one or more of its employees managers for a calendar year pursuant to this Section must file the designation, on a form to be provided by the Taxi Commission, by December 1st of the preceding year. The company may not change designations during the year. A permit-holder manager may only be designated by one company at a time, and may not be designated by more than one company during a calendar year.

The Taxi Commission will only recognize as designated personnel managers those permit-holders named in the designation form signed and filed by the color scheme permit-holder or its authorized representative as of December 1st.

A taxi company with 11 to 10 permits may designate one person managers.

A taxi company with 11 to 20 permits may designate one person manager.

A taxi company with 11 to 40 permits may designate two people managers.

A taxi company with 41 to 60 permits may designate three people managers.

A taxi company with 61 to 80 permits may designate four people managers.

A taxi company with 81 to 100 permits may designate five people managers.

A taxi company with 101 to 150 permits may designate six people managers.

A taxi company with 151 to 200 permits may designate seven people managers.

A taxi company with 201 to 300 permits may designate eight people managers.

A taxi company with 301 to 400 permits may designate nine people managers.

A taxi company with 301 to 400 permits may designate nine people managers.

A taxi company with over 400 permits may designate nine people managers, plus one

additional person manager for every 100 permits over 400.

The number of permits affiliated with a particular taxi company for the year shall be determined as of December 1st of the previous year, based on the records of the Taxi Commission. The number of designated personnel managers at a taxi company shall not be increased or decreased during the subsequent calendar year even if the number of permits at that company changes during the year.

(e) Statement of Work Done as-a-Manager. No later than February 1st of each year, each company that has designated one or more permit-holders managers pursuant to this Section must submit a written statement, under oath, of the number of hours each of its designated personnel managers worked in that capacity as-a manager for the company during the previous year. The taxi company shall be responsible for the accuracy of the statement.

(f) Partial Completion of Managerial Requirements. If a permit-holder designated manager leaves the taxi company or is fired during the year, but has performed performs at least 750 hours of work as designated personnel a manager for the company during the that year but less than 1.500 hours, the permit-holder shall be entitled to partial credit against the driving requirement on a pro rate basis. The credit shall correspond to the percentage of 1.500 hours that the designated permit-holder worked for the company in such capacity, former manager may satisfy the remaining portion of his or her driving requirement by driving 400 hours by the end of the year. If a permit-holder designated manager leaves the taxi company or is fired during the year, and has not performed does not perform at least 750 hours of work as designated personnel a manager for the that company during the that year, the permit-holder former manager shall not be entitled to any credit against the driving requirement must drive 800 hours by the end of the year to satisfy his or her driving requirement.

APPROVED AS TO FORM: DENNIS J. HERRERA, City Attorney

By: THOMAS J. OWEN Deputy City Attorney

Supervisor Elsberdd BOARD OF SUPERVISORS



City and County of San Francisco Tails

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Ordinance

File Number:

060539

Date Passed:

Ordinance amending the San Francisco Police Code by adding Section 1081.5, to modify the driving requirement for designated taxl company key personnel.

June 27, 2006 Board of Supervisors — PASSED ON FIRST READING

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell,

McGoldrick, Mirkarimi, Peskin, Sandoval

July 11, 2006 Board of Supervisors — FINALLY PASSED .

Ayes: 10 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick,

Mirkarimi, Peskin, Sandoval

Absent: I - Ammiano

File No. 060539

I hereby certify that the foregoing Ordinance was FINALLY PASSED on July 11, 2006 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young

Clerk of the Board

Date Approved

Mayor Gavin Newsom

CITY AND COUNTY OF SAN FRANCISCO



TAXI COMMISSION MAYOR GAVIN NEWSOM

Key Personnel Designation Form 2008

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COLOR SCHEME ADDRESS		
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INSTRUCTIONS

- > Form must be turned in by no later than December 3
- > Complete Color Scheme Information
- > List key personnel and their Medallion Number
- > A permit holder designated as key personnel must be a payroll employee of the taxi company and work on-site at the company's principal place of business
- > Taxi Companies may not change designations during the year
- > The number of designated personnel at a taxi company shall not be increased or decreased during the year even if the number of permits changes during the year
- > A permit holder may only be designated by one company at a time and may not be designated by more than one company during the calendar year
- > The Taxi Commission will only recognize as designated key personnel those permit holders named in this designation form

Number of Allowed Designated Key Personnel per Company under San Francisco Municipal Police Code Section 1081.5:

- A taxi company with 1 to 10 medallions may not designate anyone
- A taxi company with 11 to 20 medallions may designate one person
- A taxi company with 21 to 40 medallions may designate two people
- A taxi company with 41 to 60 medallions may designate three people
- A taxi company with 61 to 80 medallions may designate four people
- A taxi company with 81 to 100 medallions may designate five people
- A taxi company with 101 to 150 medallions may designate six people
- A taxi company with 101 to 150 medallions may designate six people
- A taxi company with 151 to 200 medallions may designate seven people
- A taxi company with 201 to 300 medallions may designate eight people
- A taxi company with 301 to 400 medallions may designate nine people
- A taxi company with over 400 medallions may designate nine people plus one additional person for every 100 medallions over 400





TAXI COMMISSION MAYOR GAVIN C. NEWSOM

Key Personnel Declaration Sworn Statement

Note: This Form is Due No Later Than February 1.

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2007 Key Personnel Designations

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Color Scheme	Designated Darsonnal		7		Allowed for	
American Taxicab	Philip Achilles	1020	President	# of Medallions	Exemption	Notes
	Additional Miles	. 02.0	r residei II	19		
Arrow Cab	Peter Fox	854				Not Qualified. Only I person may dualify for this color scheme
		44	Manager of Pacific	69	4	
	Gary Bellotti	230				
Bay Cab	Perseveranda Trinidad	1098	1098 Manager	70		
	Roger Cardenas	945	945 Manager	7.	4	
	H Jim Trindad	n/a	Assistant Manager			
Big Dog City Cab	Alan Morrison	851	Dispatcher	52		NOTEMBRIDES AND ADDRESS OF THE PROPERTY OF THE
	Pharoah McGee	161	Asst. Dispatcher			
Comfort Cab	Jilicha Dera Sambi	culdo				
Crown Cab Company	Mohammad A. Khan	1043	mailage!		C	Not Qualified
DeSoto Cab Company	Cindy Ward	1207	General Manager	100		Not qualified
	James Gallagher	903			σ	
	Hugh Fontaine	902	902 Dispatcher			
	James HN Chan	515	515 Dispatcher			
I HAUL CAP	Sonny Iam	318	318 CEO	11		
	Charles M. Rotter	790	Operations Manager	185		
Metro Cab	Richard Hybels	324	324 Proprietor			
National Cab Company	Dan Hinds	724	724 President	83		
	Jane Bolig	768	768 Manager	· ·	4	
	Joseph Breall	207	Vice Pres. Corp.Council			
	Michael Kelly	727	727 Flag-A-Cab Instructor			NOT OF A COLUMN TO THE COLUMN
regents cap company	Bruie Anton	764	764 Office Manager	35	3	no skosnicat Eoremployee of Nahone)
	Philip Anton	595	595 Office Manager		٨	
Royal Taxi	Nishan Sweis	900	900 President	41	٥	
	Martha Barakah	1068	1068 Clerk			
ax	Sylvia Ford	1072	Operations Manager	55	4	
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Yellow Cab Co-Op	Johnson Akinbodunse	1203	Dispatcher	(9)	-	admonstee
	James Gillespie	987	Assistant Controller	4/2	9	
•	Paul Malone	201	Dispatcher			
	Pam Martinez	1220	Controller			
	Eugene Wishnoff	1180	1180 Utility Manager		·	

2008 Key Personnel Designations

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			1180 Utility Manager	1180	Eugene Wishnoff	
	<u> </u>	100	Controller	1220	Pam Martinez	÷j
		A 600	Dispatcher	201	Paul Malone	Yellow Cab
			987 Assistant Claims Manager	987	James Gillespie	
			Dispatcher	1293	Johnson Akinbodunse	
_	3	58	Operations Manager	1072	Sylvia Ford	Town Taxi
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	<u></u>	2	481 Garage Manager	481	Jamshid Khajrandi	Royal Taxi
			900 Owner	000	Nishan Sweis	
	2	37	764 Owner	764	Bruie Anton	Regents Cab
	<u> </u>	92	207 VP & Corporate Council	207	Joseph Breal	
		83	724 President	724	Dan Hinds	National Cab
	2	32	324 Proprietor	324	Richard Hybels	Metro Cab
			790 Operations Manager	790	Tom Stanghellini	
	. 7	. 196	Computer Ops Manager	1125	Charles Rotter	Luxor Cab
			916 Assistant Manager	916	Charles Rathbone	}
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Medallion won't be approved to move to B&W until 12/11	۰	59	Manager	1127	Xeith Raskin	Black and White Taxi
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			Dispatcher	851	Alan Morrison	Big Dog City Cab
	4	6/	Manager	1098	Perseveranda Trinidad	
		<u>}</u>	945 Manager	945	Roger Cardenas	Bay Cab
	4	6/	230 Manager	230	Gary Bellotti	
			Dispatcher	441	Peter Fax	Arrow Cab
		15	General Manager	1020	Philip Achilles	American Taxi
Notes	Exemption		Position	wiedaillon #	pesignated retsonnel	
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