

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, May 24, 2017
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

The Chair requests that all cellular phones be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

- | | |
|---|--------------------------------|
| <ol style="list-style-type: none">1. <u>Call to Order</u>
Chairperson Russell Betts2. <u>Flag Salute</u>3. <u>Roll Call</u>4. <u>Finalization of Agenda</u>5. <u>Presentations</u>6. <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | <p>Receive Comments</p> |
|---|--------------------------------|

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Clerk at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

7. **Board Member Comments** **Receive Comments**
Any Board Member who wishes to speak may do so at this time.

----- **RECEIVE AND FILE** -----

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.
- a) [SSG/SRA checks over \\$1000 issued March 2017](#)
 - b) [SSG/SRA Monthly Budget Reports March 2017](#)
 - c) [Taxi Vehicle/Rides Analysis](#)
 - d) [Metric \(Taxi Expense vs Taxi Revenue\)](#)

----- **DISCUSSION** -----

9. **SunLine Regulatory Administration** **Discussion**
Draft FY 18 Budget
(Robert Radi, Chair of the Taxi Committee; Staff: Luis Garcia)
In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY18 SSG budget for discussion in preparation for approval at the upcoming June Board meeting.

----- **ACTION** -----

10. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the April 26, 2017 Board of Directors meeting.

11. Next Meeting Date

June 28, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

12. Adjourn

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of March 2017

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.

Vendor Name	Description	Check #	Check	Amount
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	90330	3/10/2017	\$19,509.24
SUNLINE TRANSIT AGENCY	Overhead Expense Feb 2017	90333	3/10/2017	\$2,446.50
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 3/10/17	90332	3/10/2017	\$2,136.31
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 3/24/17	90340	3/24/2017	\$2,034.30
PROPER SOLUTIONS	Temp Employee 3/6-3/24	90342	3/31/2017	\$1,560.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 12/01/16	90331	3/10/2017	\$1,381.88
PROPER SOLUTIONS	Temp Employee 2/14-2/24	90328	3/10/2017	\$1,248.00

Total of Checks Over \$1,000	\$30,316.23
Total of Checks Under \$1,000	\$1,928.94
Total of All Checks for the Month	\$32,245.17
Total Amount of Checks Prior Years Same Month	\$19,565.70



SunLine Regulatory Agency
Budget Variance Report
March 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	197,434	21,672	16,453	5,219	141,574	148,076	(6,502)
Revenue Fines	2,000	0	167	(167)	6,110	1,500	4,610
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	1,425	(225)
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	1,260	333	927	5,760	3,000	2,760
Driver Transfer Revenue	850	200	71	129	1,000	638	363
Driver Renewal Revenue	9,200	750	767	(17)	6,750	6,900	(150)
Driver Permit Reinstatement/Replacement	150	5	13	(8)	90	113	(23)
Vehicle Permit Revenue	80,900	20,810	6,742	14,068	70,250	60,675	9,575
Total Revenue	296,434	44,697	24,703	19,994	232,833	222,326	10,508
Expenses:							
Salaries and Wages	128,702	7,912	10,725	2,813	92,761	96,526	3,766
Fringe Benefits	89,298	2,364	7,442	5,077	38,809	66,974	28,165
Services	50,500	3,539	4,208	670	24,242	37,875	13,633
Supplies and Materials	6,433	286	536	251	1,980	4,825	2,845
Utilities	6,585	549	549	(0)	4,938	4,938	0
Casualty and Liability	11,846	987	987	(0)	8,885	8,885	0
Miscellaneous	3,070	71	256	185	1,987	2,303	315
Total Expenses	296,434	15,707	24,703	8,996	173,602	222,326	48,724
Total Operating Surplus (Deficit)	\$ -	\$ 28,989			\$ 59,231		



Budget Variance Analysis - SunLine Regulatory

Revenue - Favorable

- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.
- The Favorable variance is mainly attributed to Revenue Fines, New Driver Permit Revenue, and Vehicle Permit Revenue.

Salaries and Wages - Favorable

- Salary & wage expenses are attributed to additional salary allocations from SunLine Transit Agency.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to work force reduction.

Services - Favorable

- Legal services lower than projected monthly estimates.

Supplies and Materials - Favorable

- Favorable materials and supplies expenses attributed to lower than expected repair parts for vehicles.

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.

Miscellaneous - Favorable

- Miscellaneous expenses are within acceptable range of the budget.



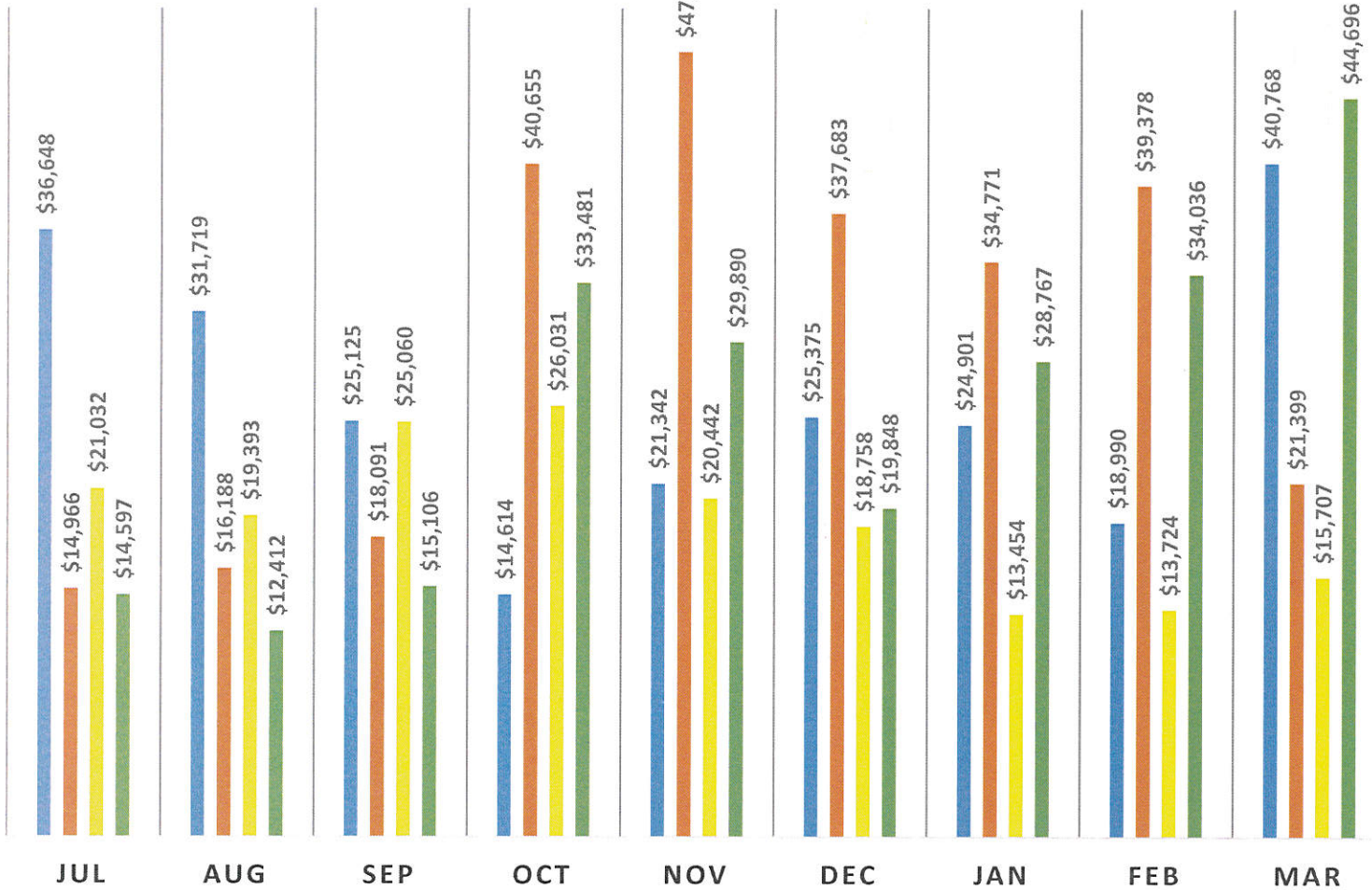
MAR 2017 TRIPS PER VEHICLE
 (business volumes, averaged values)

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRPS CAB	AVG. TRP DAY	31
AMERICAN CAB	54	13790	31.8%	255.37	8.24	
DESERT CITY CAB	45	11769	27.2%	261.53	8.44	
YELLOW CAB OF THE DESERT	61	17784	41.0%	291.54	9.40	
	160	43343	100.00%	269.48	8.69	



TAXI EXPENSE VS. REVENUE AND VARIANCE MARCH 2017

■ Expense 16 ■ Revenue 16 ■ Expense 17 ■ Revenue 17



Measuring the health of the FY16 SRA budget by monitoring expenses and revenues.
Goal: Reduce operating expenses by 5% to offset the continued decrease in taxicab ridership.



SunLine Services Group

DATE: May 24, 2017 **Discussion**

TO: Taxi Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: [SunLine Regulatory Administration Draft FY18 Budget](#)

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY18 SSG budget for discussion in preparation for approval at the upcoming June Board meeting. By beginning the process now, the Taxi Committee will have the ability to either move forward with this budget for approval at the June 28th meeting or hold Special Committee meetings during the upcoming weeks to continue discussion and allow for any modifications..

Luis Garcia



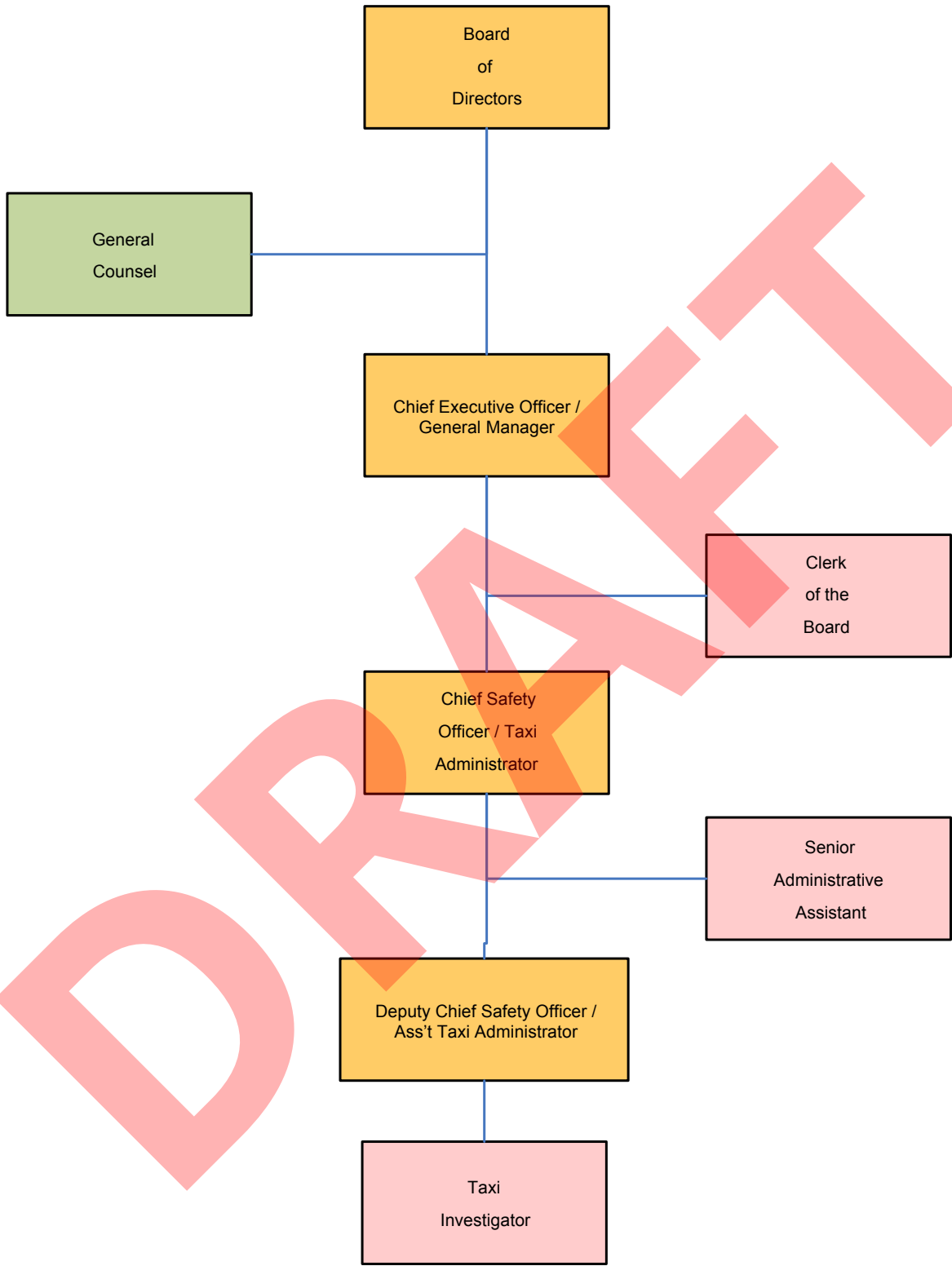
SRA

SUNLINE REGULATORY ADMINISTRATION



ANNUAL BUDGET

FISCAL YEAR 2018

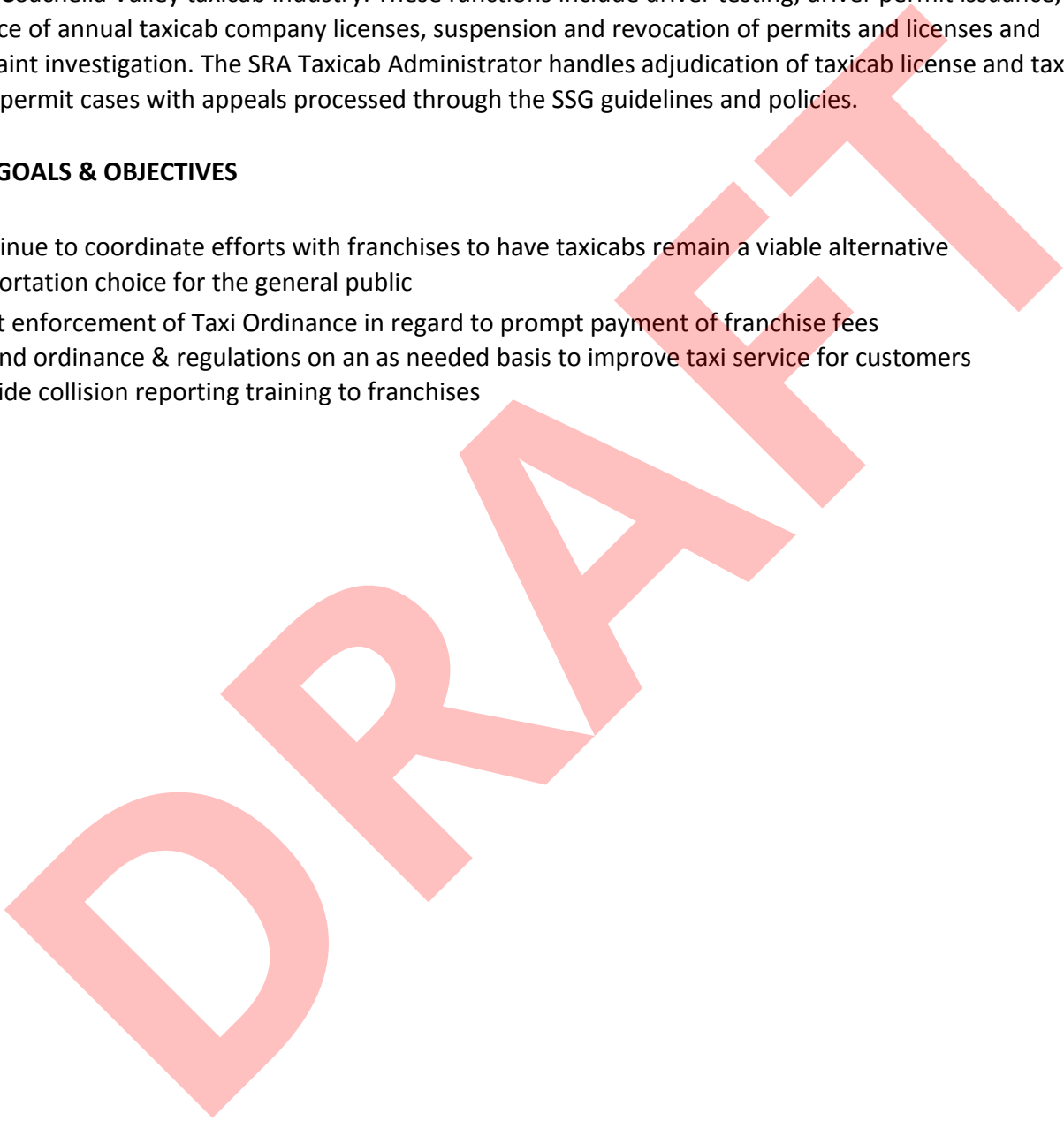


FUNCTIONS & RESPONSIBILITIES

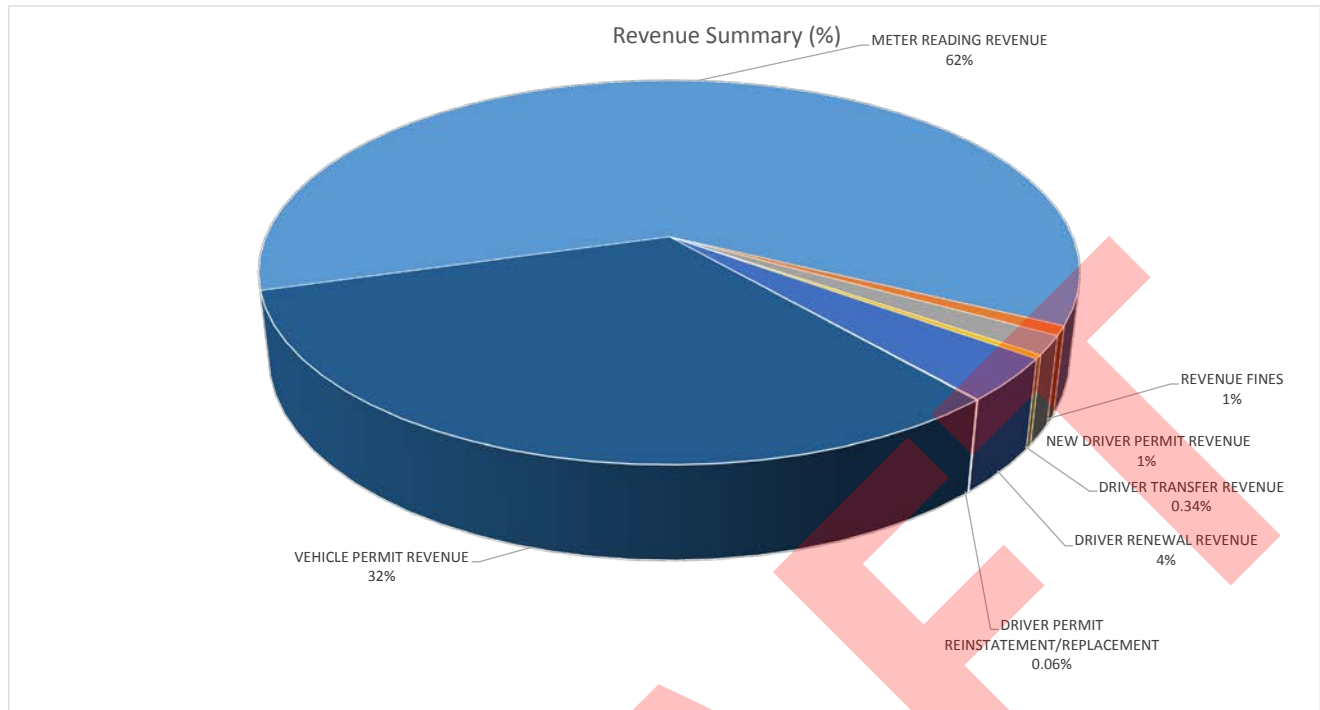
Taxi regulation oversight includes, but is not limited to, responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, issuance of annual taxicab company licenses, suspension and revocation of permits and licenses and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases with appeals processed through the SSG guidelines and policies.

FY 18 GOALS & OBJECTIVES

- Continue to coordinate efforts with franchises to have taxicabs remain a viable alternative transportation choice for the general public
- Strict enforcement of Taxi Ordinance in regard to prompt payment of franchise fees
- Amend ordinance & regulations on an as needed basis to improve taxi service for customers
- Provide collision reporting training to franchises



REVENUE SUMMARY



Sources of Funding (Operating)	FY 17 Approved Budget	FY 17 Estimates	FY 17 Variance	FY 18 Proposed Budget	FY 18 Variance
4010101100 METER READING REVENUE	197,434	179,853	(17,581)	156,497	(40,937)
4010101200 REVENUE FINES	2,000	9,165	7,165	2,000	-
4010101300 VEHICLE INSPECTION REVENUE	1,900	1,800	(100)	-	(1,900)
4010101400 VEHICLE REINSPECTION REVENUE	-	150	150	-	-
4010101500 NEW DRIVER PERMIT REVENUE	4,000	6,750	2,750	4,000	-
4010101600 DRIVER TRANSFER REVENUE	850	1,200	350	850	-
4010101700 DRIVER RENEWAL REVENUE	9,200	9,000	(200)	9,200	-
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	150	128	(23)	150	-
4010101900 VEHICLE PERMIT REVENUE	80,900	79,149	(1,751)	80,900	-
Total Revenue	296,434	287,195	(9,240)	253,597	(42,837)

Notes:

- The FY 17 variance reflects the difference between FY 17 estimated actuals and FY 17 approved budget. The FY 18 variance reflects the difference between FY 18 proposed budget and FY 17 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is presented at the June board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the suggested fees for Fiscal Year 2018 used in the calculation of the proposed budget.

Fees	FY 17 Approved Fees	FY 18 Proposed Fees	Variance
Maximum Base Rate	3	3	-
Driver Permit New	90	90	-
Driver Permit Renewal	50	50	-
Driver Transfer Fee	50	50	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	5	5	-
Vehicle Inspection Per Vehicle Bi-Annual	50	50	-
Vehicle Re-Inspection Fee	50	50	-
Vehicle Permit - new	600	600	-
Vehicle Permit renewal	600	600	-
Vehicle Permit Alt Fuel, Hybrid, Ada - renewal	450	450	-
Vehicle Permits Re-Insertion	65	65	-
Late Fee (for late payment of invoices)	29	29	-
Appeal Fee	100	100	-

Notes:

- Late fees shall be assessed at \$29.00 per day for a maximum of \$116 per occurrence.

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY 15 Actuals	FY 16 Actuals	FY 17 Estimated Actuals	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010201600 ADMIN SALARIES	181,705	120,573	123,188	124,617	69,158	(55,459)
5010201610 ADMIN SALARIES-OT	-	-	-	-	1,250	1,250
5010700000 ALLOCATED SALARIES	34,510	16,790	4,085	-	34,579	34,579
5029999999 TOTAL FRINGE BENEFITS	125,305	135,292	54,667	83,171	69,092	(14,079)
5030103240 BACKGROUND CHECK SERVICES	4,099	2,353	4,559	3,000	4,500	1,500
5030300005 LEGAL SERVICES - GENERAL	39,397	-	4,447	30,000	28,500	(1,500)
5030300010 COMPUTER/NETWORK SUPPORT	27	-	-	-	-	-
5030300015 COMPUTER SUPPLIES	-	-	-	2,000	2,000	-
5030303240 OTHER PROFESSIONAL SERVICES	1,312	4,550	-	-	-	-
5030303310 AUDIT SERVICES - EXTERNAL	10,000	-	-	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS	2,892	755	400	3,000	1,000	(2,000)
5039900006 OUTSIDE REPAIRS-TAXI	-	314	88	1,000	1,000	-
5039903800 OTHER SERVICES	400	650	563	1,500	1,500	-
5040101000 FUEL-CNG	1,234	608	599	1,000	1,000	-
5040404300 OFFICE SUPPLIES	4,932	2,655	1,077	2,200	2,200	-
5040404340 ALLOCATED OVERHEAD	1,023	-	-	29,358	-	(29,358)
5049900002 POSTAGE	674	994	283	-	300	300
5049900026 FACILITY MAINTENANCE	-	-	433	-	519	519
5049900032 REPAIR PARTS- TAXI VEHICLES	888	4,467	151	2,518	984	(1,534)
5050200001 UTILITIES	7,054	-	4,325	-	3,981	3,981
5050200003 TRASH PICK-UP	526	994	259	-	277	277
5050200006 COMMUNICATIONS	4,001	2,982	2,000	-	-	-
5060100000 INSURANCE-PHYSICAL DAMAGE	4,188	-	399	-	400	400
5060300000 INSURANCE-GENERAL LIABILITY	-	3,148	2,570	-	2,487	2,487
5060401000 INSURANCE PREMIUM WC	-	166	8,877	-	9,225	9,225
5079900000 FUEL TAXES	15	8	7	20	20	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	525	724	-	-	725	725
5090200000 TRAVEL AND TRAINING	1,573	-	-	-	5,000	5,000
5090200001 DRIVER TRAINING/EVENTS	858	-	-	-	-	-
5090200002 MILEAGE REIMBURSEMENT	-	-	-	50	100	50
5090801000 BANK SERVICE FEES	-	-	-	-	3,000	3,000
5099900001 STAFF DEVELOPMENT	796	2,418	-	1,500	800	(700)
5099905990 MISCELLANEOUS EXPENSE	3,184	3,071	2,849	1,500	-	(1,500)
Total Expenses	431,118	303,513	215,823	296,434	253,597	(42,837)

Notes

- Added Administrative Overtime account to incorporate potential overtime costs associated with music festivals.
- Added Bank Services and Fees account to replace Miscellaneous Expense account.
- Allocated overhead distributed across corresponding expense accounts per auditor recommendation.

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 17 Authorized FTEs	FY 18 Requested FTEs	Variance
0	Taxi Administrator	1.00	0.00	(1.00)
1	Chief Safety Officer/Taxi Administrator	0.00	0.25	0.25
1	Deputy Chief Safety Officer/Asst. Taxi Administrator	0.00	0.25	0.25
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Taxi Investigator	1.00	1.00	0.00
4	Total FTEs	3.00	2.50	(0.50)

Notes

- Taxi Administrator responsibilities added to the Chief and Deputy Chief Safety Officers in lieu of filling one FTE for the Taxi Administrator position. The total resulting impact is one-half FTE (.50) in payroll allocations from SunLine Transit Agency.

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SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5010201600 ADMIN SALARIES	124,617	69,158	(55,459)
5010201610 ADMIN SALARIES-OT	-	1,250	1,250
5010700000 ALLOCATED SALARIES	-	34,579	34,579
5029999999 TOTAL FRINGE BENEFITS	83,171	69,092	(14,079)
Sub-total	207,788	174,079	(33,709)
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	3,000	4,500	1,500
Sub-total	3,000	4,500	1,500
5030300005 LEGAL SERVICES - GENERAL			
General counsel	30,000	28,500	(1,500)
Sub-total	30,000	28,500	(1,500)
5030300015 COMPUTER SUPPLIES			
Replacement of laptops, tablets and other electronics as needed	2,000	2,000	-
Sub-total	2,000	2,000	-
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	10,000	10,000	-
Sub-total	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	3,000	1,000	(2,000)
Sub-Total	3,000	1,000	(2,000)
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG taxi committees	1,000	1,000	-
Security backup or temporary help for major events	500	500	-
Sub-total	1,500	1,500	-
5040101000 FUEL-CNG			
Fuel for vehicles	1,000	1,000	-
Sub-total	1,000	1,000	-
5040404300 OFFICE SUPPLIES			
Office supplies	2,200	2,200	-
Sub-total	2,200	2,200	-
5040404340 ALLOCATED OVERHEAD			
Expenses owed to SunLine for costs such as allocated labor and utilities	29,358	-	(29,358)
Sub-total	29,358	-	(29,358)

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
5049900002 POSTAGE			
Postage and mailing expenses	-	300	300
Sub-total	-	300	300
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	-	519	519
Sub-total	-	519	519
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	2,518	984	(1,534)
Sub-total	2,518	984	(1,534)
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	-	3,981	3,981
Sub-total	-	3,981	3,981
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	-	277	277
Sub-total	-	277	277
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	-	400	400
Sub-total	-	400	400
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	-	2,487	2,487
Sub-total	-	2,487	2,487
5060401000 INSUARANCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	-	9,225	9,225
Sub-total	-	9,225	9,225
5079900000 FUEL TAXES			
Fuel tax expenses	20	20	-
Sub-total	20	20	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 17 Approved Budget	FY 18 Proposed Budget	Variance
509010000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	-	725	725
Sub-total	-	725	725
509020000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	-	5,000	5,000
Sub-total	-	5,000	5,000
509020002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for staff	50	100	50
Sub-total	50	100	50
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	-	3,000	3,000
Sub-total	-	3,000	3,000
5099900001 STAFF DEVELOPMENT			
General training for staff	1,500	800	(700)
Sub-total	1,500	800	(700)
5099905990 MISCELLANEOUS EXPENSE			
Facility maintenance	1,500	-	(1,500)
Sub-total	1,500	-	(1,500)
Total Expenses	296,434	253,597	(42,837)

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SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
760.343.3456 / sunline.org



MINUTES
SunLine Services Group
Board of Directors Meeting
April 26, 2017

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, April 26, 2017 at 12:20 p.m. in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:20 p.m. by Chairperson Russell Betts.

2. Roll Call

Completed.

Members Present

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Ginny Foat, SunLine Agency Board Member City of Palm Springs
Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Robert Radi, SunLine Agency Board Member, City of La Quinta
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
Pat Cooper, SunLine Agency Board Member (Sup. Benoit Alternate), County of Riverside

Members Absent

3. Finalization of Agenda

No changes

4. Presentations

None

5. Public Comments

None

6. Board Member Comments

7. Consent Calendar

- a) SSG/SRA checks over \$1000 issued February 2017
- b) SSG/SRA Monthly Budget Reports February 2017
- c) Taxi Vehicle/Rides Analysis
- e) Metric (Taxi Expense vs Taxi Revenue)

SunLine Agency Board Member Hobart moved to approve the Consent Calendar. SunLine Agency Board Member Peabody seconded the motion. The motion was approved by a unanimous vote of 10 yes; 0 no;



8. Approval of Minutes

SunLine Agency Board Member Peabody moved to approve the minutes of the March 22, 2017 Board Meeting. The motion was seconded by SunLine Agency Board Member Radi. The motion carried by a vote of 10 yes; 0 no;

10. Next Meeting Date

May 24, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

11. Adjourn

Chairperson Betts adjourned the meeting at 12:25 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board

