



**AGENDA**  
**TAXI COMMITTEE MEETING**  
**July 26, 2017**  
**10:30 a.m. – 11:00 a.m.**

**Wellness Center**  
**SunLine Transit Agency**  
**Thousand Palms, CA**

(Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Presentation**

5. **Public Comments**

**Receive Comments**

Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

6. **Committee Member Comments**

-----RECEIVE & FILE-----

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.

- a) SSG/SRA checks over \$1000 issued May 2017 (Page 1)
- b) SSG/SRA Monthly Budget Reports May 2017 (Page 2-3)
- c) Taxi Vehicle/Rides Analysis (Pages 4-6)
- d) Metric (Taxi Expense vs Taxi Revenue) (Page 7)

-----DISCUSSION-----

8. [Allocated Salaries in FY18 Budget](#)  
(Robert Radi, Chair of Taxi Committee;  
Staff: Luis Garcia)

During the June 2017 Taxi Committee meeting, the Committee had questions regarding allocated salaries and how they were calculated into the SunLine Regulatory Administration (SRA) budget. Staff was given direction to bring an item in July to inform the Committee on the methodology. The following table addresses the accounts and methodology for the payroll factors in the SRA budget for FY18. (Page 8)

9. **Adjourn**

**SunLine Regulatory Administration**

**Checks \$1,000 and Over**

**For the month of May 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.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Operating Expenses Feb-Mar	90361	5/12/2017	\$8,933.98
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 5/05/17	90354	5/5/2017	\$2,762.13
SUNLINE TRANSIT AGENCY	Overhead Expense April 2017	90362	5/12/2017	\$2,446.50
PROPER SOLUTIONS	Temporary Help	90353	5/5/2017	\$2,340.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 5/19/17	90364	5/19/2017	\$2,062.18

<b>Total of Checks Over \$1,000</b>	\$18,544.79
<b>Total of Checks Under \$1,000</b>	\$1,060.98
<b>Total of All Checks for the Month</b>	\$19,605.77
<b>Total Amount of Checks Prior Years Same Month</b>	\$17,090.23

SunLine Regulatory Agency  
Budget Variance Report  
May 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	197,434	12,500	16,453	(3,953)	173,288	180,981	(7,693)
Revenue Fines	2,000	0	167	(167)	6,210	1,833	4,377
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	1,742	(542)
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	180	333	(153)	6,930	3,667	3,263
Driver Transfer Revenue	850	100	71	29	1,100	779	321
Driver Renewal Revenue	9,200	250	767	(517)	7,700	8,433	(733)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	90	138	(48)
Vehicle Permit Revenue	80,900	0	6,742	(6,742)	79,150	74,158	4,991
<b>Total Revenue</b>	<b>296,434</b>	<b>13,030</b>	<b>24,703</b>	<b>(11,673)</b>	<b>275,768</b>	<b>271,731</b>	<b>4,036</b>
<b>Expenses:</b>							
Salaries and Wages	128,702	5,828	10,725	4,897	107,435	117,977	10,542
Fringe Benefits	89,298	2,251	7,442	5,190	43,472	81,857	38,385
Services	50,500	3,859	4,208	349	31,502	46,292	14,789
Supplies and Materials	6,433	959	536	(423)	3,056	5,897	2,841
Utilities	6,585	549	549	(0)	6,036	6,036	0
Casualty and Liability	11,846	987	987	(0)	10,859	10,859	0
Miscellaneous	3,070	70	256	186	2,848	2,814	(34)
<b>Total Expenses</b>	<b>296,434</b>	<b>14,503</b>	<b>24,703</b>	<b>10,200</b>	<b>205,207</b>	<b>271,731</b>	<b>66,524</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (1,474)</b>			<b>\$ 70,561</b>		

## Budget Variance Analysis - SunLine Regulatory

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### 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.

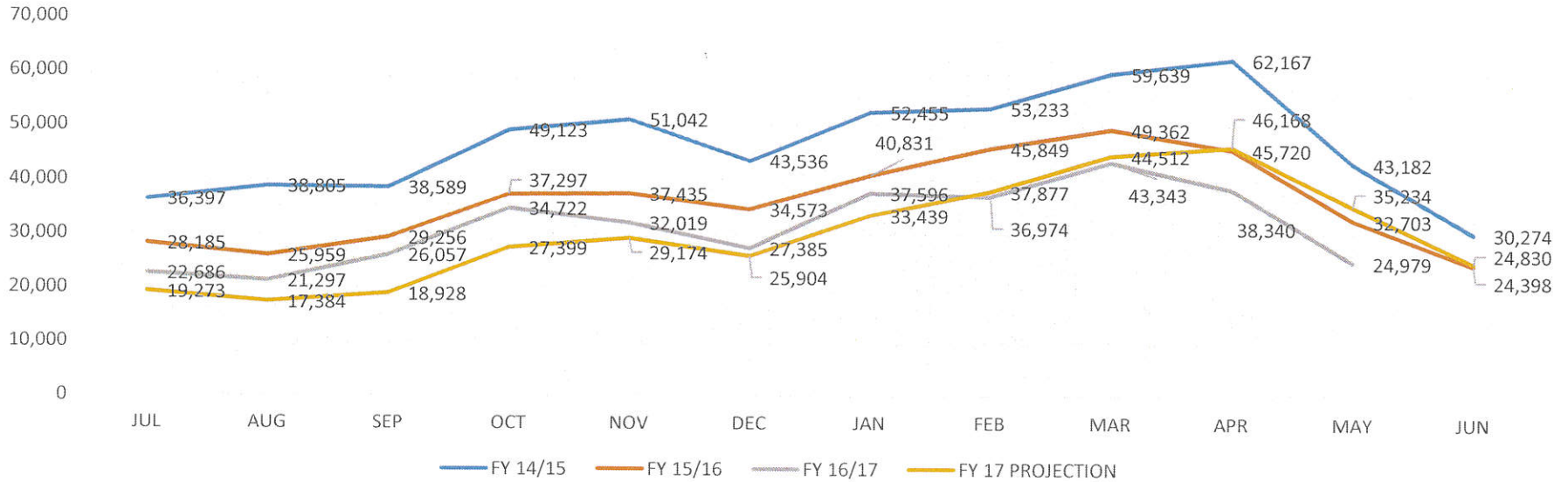
### Miscellaneous - Unfavorable

- Unfavorable balance attributed to higher than anticipated merchant collection fees.

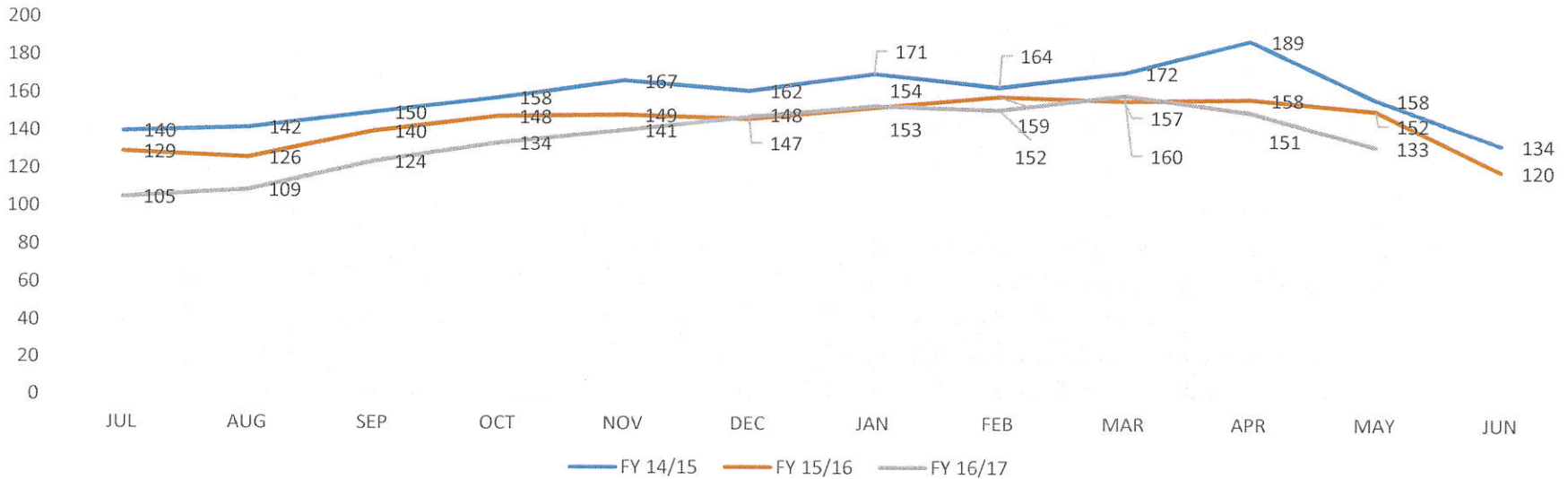
May 2017 TRIPS PER VEHICLE  
 (business volumes, averaged values)

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRPS CAB	AVG. TRP DAY	31
AMERICAN CAB	44	9092	36.4%	206.64	6.67	
DESERT CITY CAB	40	6637	26.6%	165.93	5.35	
YELLOW CAB OF THE DESERT	49	9250	37.0%	188.78	6.09	
	133	24979	100.00%	187.11	6.04	

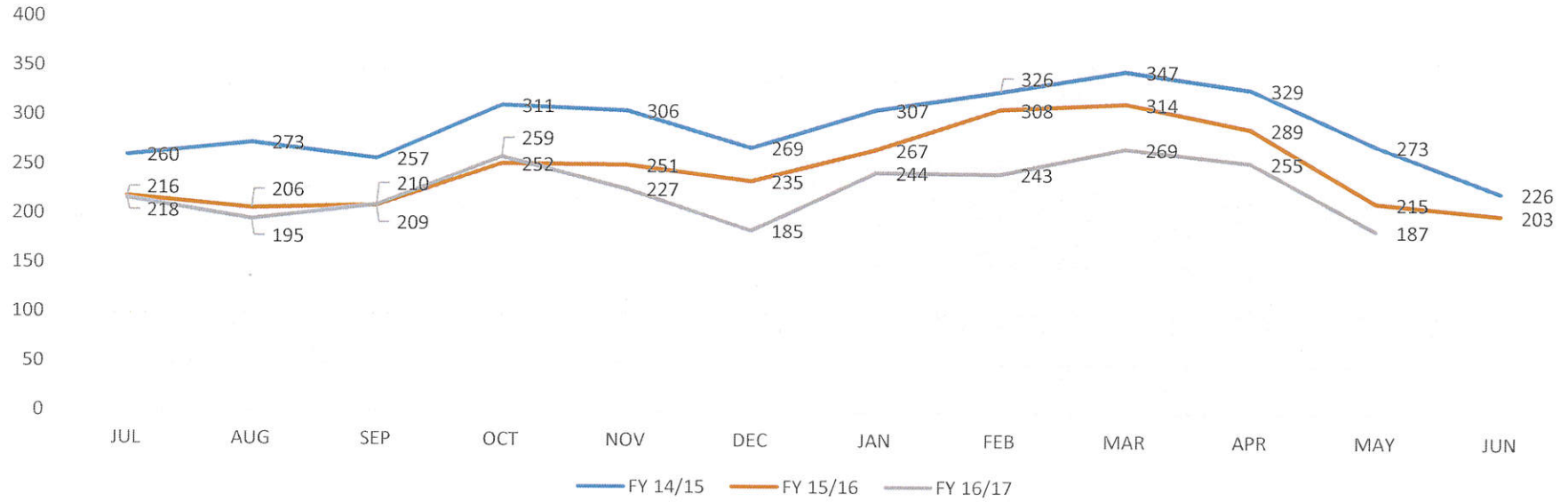
### # OF TAXI TRIPS



### # OF CABS PROVIDING TRIPS

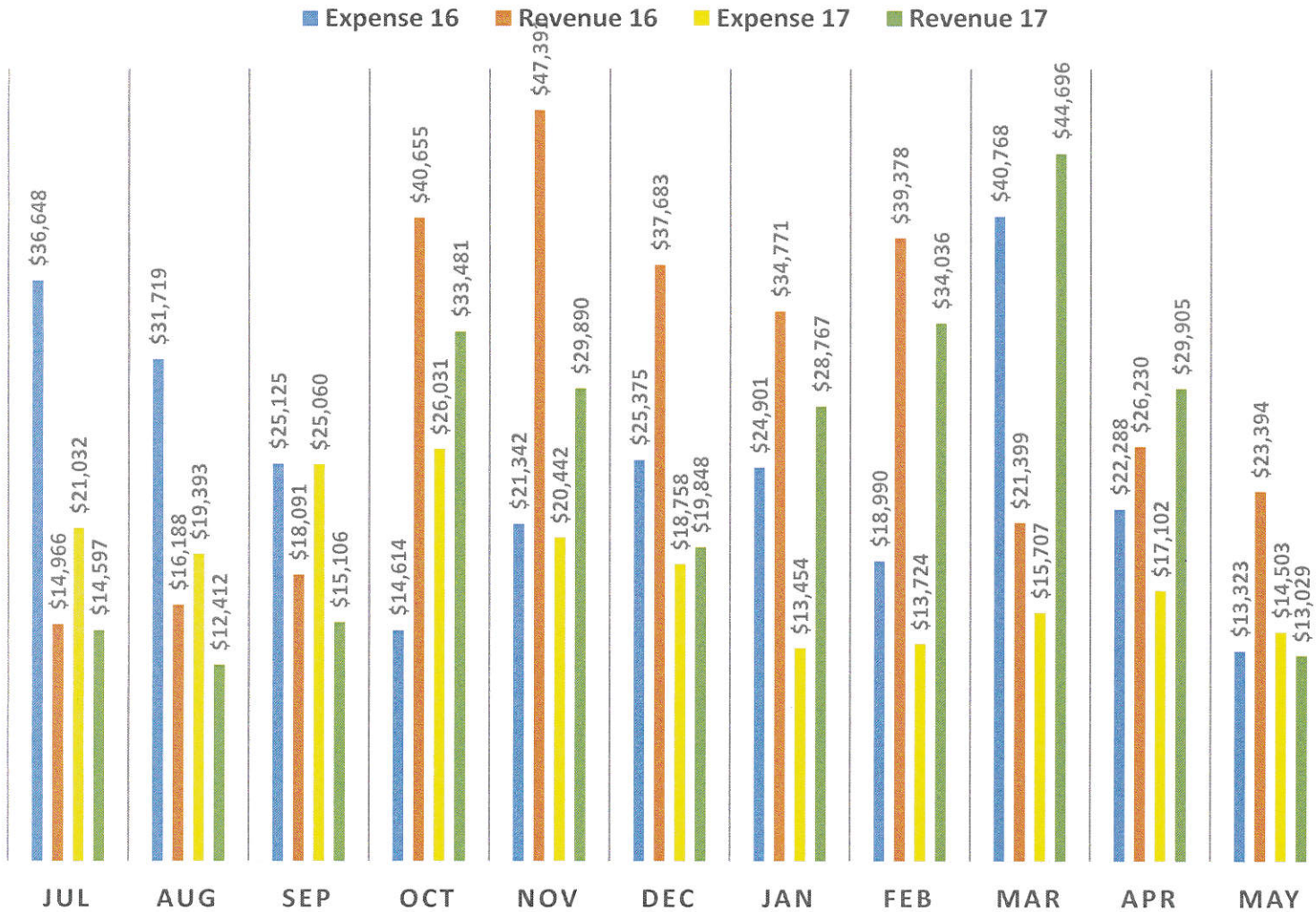


# # OF TRIPS PER CAB





## TAXI EXPENSE VS. REVENUE AND VARIANCE MAY 2017



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:** July 26, 2017

**DISCUSSION**

**TO:** Taxi Committee

**FROM:** Deputy Chief Financial Officer

**RE:** Allocated Salaries in FY18 Budget

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### **Background**

During the June 2017 Taxi Committee meeting, the Committee had questions regarding allocated salaries and how they were calculated into the SunLine Regulatory Administration (SRA) budget. Staff was given direction to bring an item in July to inform the Committee on the methodology. The following table addresses the accounts and methodology for the payroll factors in the SRA budget for FY18.

<b>Expense Account</b>	<b>Amount</b>	<b>Methodology</b>		
5010201600 ADMIN SALARIES	\$ 69,158	Based on full time wages of Taxi Investigator and Senior Administrative Assistant		
5010700000 ALLOCATED SALARIES	\$ 34,579	Based on an estimated 1,040 cumulative hours of allocated time for Chief Safety Officer and Deputy Chief Safety Officer		
5021600000 ALLOCATED PAYROLL FACTORS	\$ 11,271	Based on estimated yearly hours multiplied by loaded rate per position:		
		<b>Position</b>	<b>Hours</b>	
		CEO/GM	27	
		Clerk of the Board	24	
		Payroll Accountant	24	
		Accounts Payable Technician	24	
		Senior Accountant	48	
		Deputy CFO	12	
		IT Administrator	12	

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Luis Garcia