

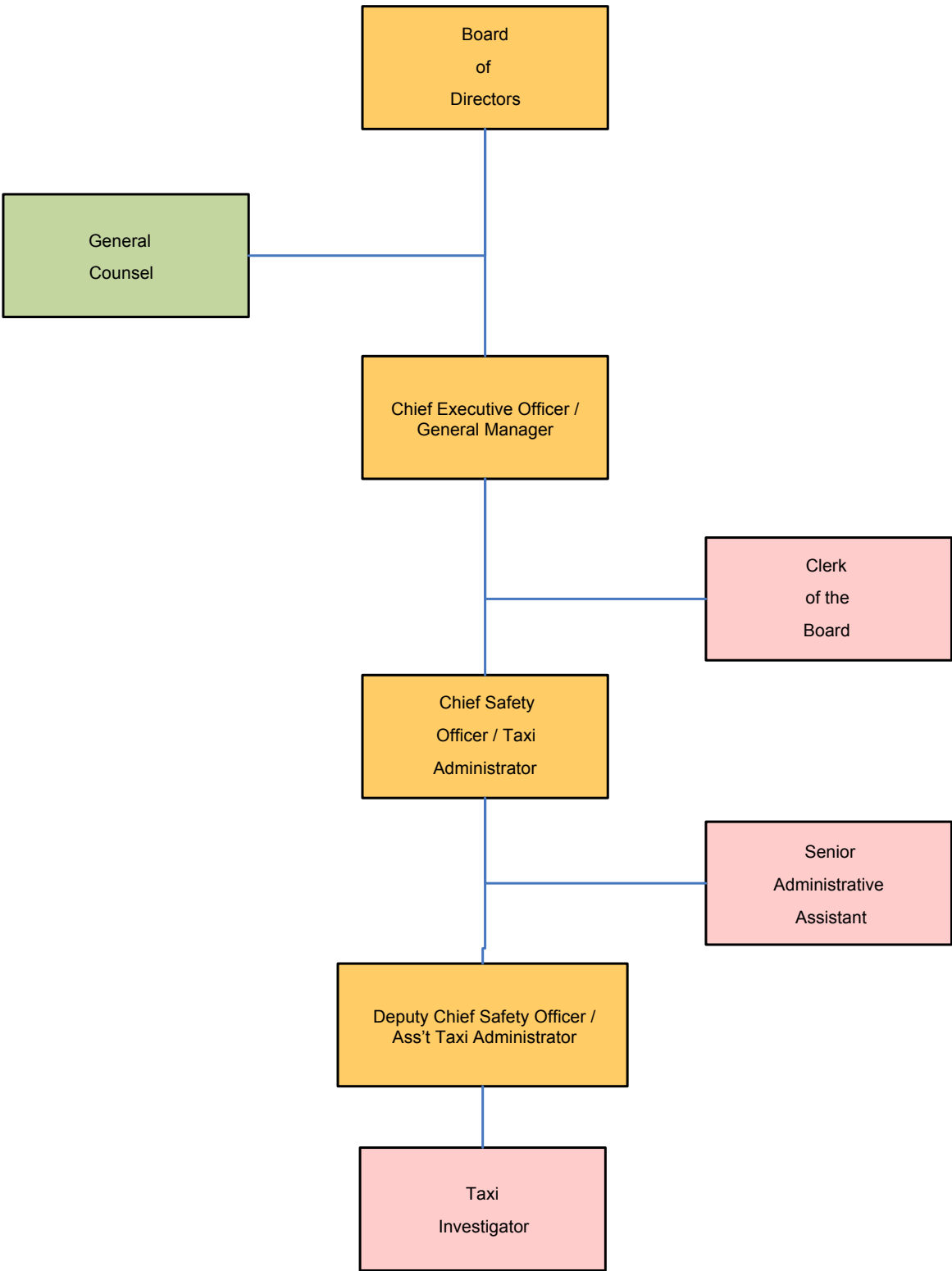
SRA

SUNLINE REGULATORY ADMINISTRATION



ANNUAL BUDGET

FISCAL YEAR 2018





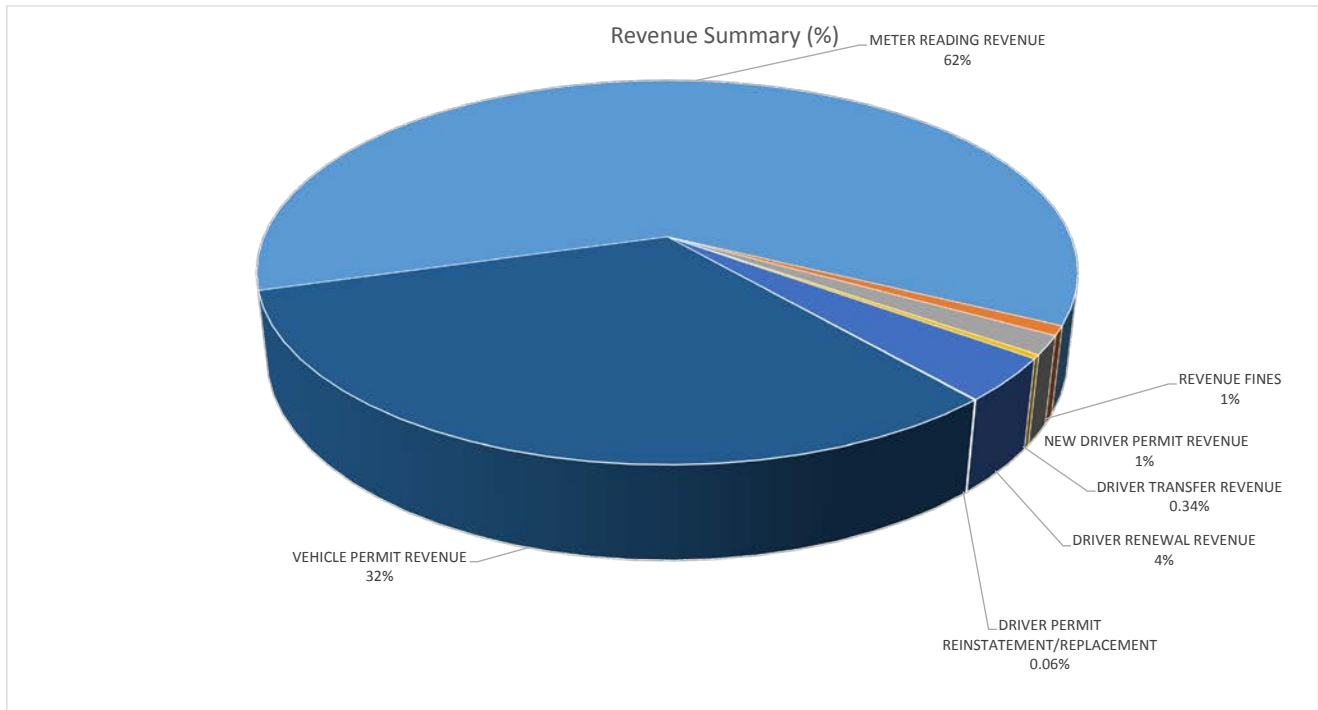
FUNCTIONS & RESPONSIBILITIES

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 indicates 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.

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)

This Page Intentionally Left Blank.

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