



SunLine Services Group
April 25, 2018
12:00 p.m.

AGENDA

Regular Board of Directors Meeting
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

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, CA 92276 and on the Agency's website, www.sunline.org.

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) **Taxi Committee Update**

(Staff: Peter Gregor, Chief Safety Officer/Taxi Administrator)

5. **FINALIZATION OF AGENDA**

6. **APPROVAL OF MINUTES –**
MARCH 28, 2018 BOARD MEETING

APPROVE
(PAGE 1-3)

ITEM

RECOMMENDATION

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; 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. Each person's presentation is limited to a maximum of three (3) minutes.

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. 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.

- 9a) [Checks \\$1,000 and Over Report for February 2018](#) (PAGE 4-5)
- 9b) [Monthly Budget Variance Report for February 2018](#) (PAGE 6-8)
- 9c) [Taxi Vehicle/Rides Analysis March 2018](#) (PAGE 9-11)
- 9d) [Metric \(Taxi Expense vs Taxi Revenue\) February 2018](#) (PAGE 12-13)

10. NEXT MEETING DATE

May 23, 2018
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

11. ADJOURN

SunLine Services Group
CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for February 2018

Summary:

The checks \$1,000 and over 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 the month of February, one payment 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.

**SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of February 2018**

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 #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 2/23/18 & Feb 2018 Overhead Allocations	90478	02/23/2018	26,706.44
SUNLINE TRANSIT AGENCY	Payroll Liabilities 2/09/18	90477	02/16/2018	4,919.48
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Jan 2018	90474	02/16/2018	1,422.25
Total Checks Over \$1,000	\$33,048.17			
Total Checks Under \$1,000	\$1,047.89			
Total Checks	\$34,096.06			

SunLine Services Group**CONSENT CALENDAR**

DATE: April 25, 2018

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2018

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 year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of February 28, 2018, the organization's revenues are \$22,385 under budget or 15.3% below the YTD budget. Expenditures are \$10,982 under budget or 6.5% below the YTD budget.
- The net operating gain (loss) after expenses is (\$11,403).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
February 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Meter Readings	156,497	14,321	13,041	1,279	94,863	104,331	(9,468)	39.4%
Revenue Fines	2,000	200	167	33	2,476	1,333	1,143	-23.8%
New Driver Permit Revenue	4,000	180	333	(153)	5,760	2,667	3,093	-44.0%
Driver Transfer Revenue	850	0	71	(71)	850	567	283	0.0%
Driver Renewal Revenue	9,200	800	767	33	4,750	6,133	(1,383)	48.4%
Driver Permit Reinstatement/Replacement	150	0	13	(13)	15	100	(85)	90.0%
Vehicle Permit Revenue	80,900	3,975	6,742	(2,767)	37,950	53,933	(15,983)	53.1%
Other Revenue	-	0	0	0	15	0	15	-100.0%
Total Revenue	253,597	19,476	21,133	1,658	146,679	169,065	(22,385)	42.2%
Expenses:								
Salaries and Wages	104,987	9,683	8,749	(934)	75,508	69,991	(5,516)	28.1%
Fringe Benefits	69,092	5,164	5,758	594	42,287	46,061	3,774	38.8%
Services	48,300	1,565	4,025	2,460	24,410	32,200	7,790	49.5%
Supplies and Materials	5,203	326	434	108	2,582	3,469	887	50.4%
Utilities	4,258	355	355	0	2,839	2,839	0	33.3%
Casualty and Liability	12,112	1,009	1,009	0	8,075	8,075	0	33.3%
Taxes and Fees	20	6	2	(4)	15	13	(2)	26.6%
Miscellaneous	9,625	80	802	722	2,368	6,417	4,049	75.4%
Total Expenses	253,597	18,188	21,133	2,945	158,082	169,065	10,982	37.7%
Total Operating Surplus (Deficit)	\$ -	\$ 1,288			\$ (11,403)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- Taxi revenues are heavily influenced by the seasonal decline during the summer months. The surplus in the peak months will help decrease the unfavorable balance. As of YTD fiscal year 2018 there is a decrease of 49,367 Taxi Trips compared to the YTD fiscal year 2017.

Taxi Trips				
	FY17-Feb	FY18-Feb	Variance	%Δ
Trips	36,974	28,641	(8,333)	-22.5%

Taxi Trips				
	YTD-FY17	YTD-FY18	Variance	%Δ
Trips	238,736	189,369	(49,367)	-20.7%

- Vehicle permit revenue has an unfavorable variance due to a decrease in permitted taxi cabs. In the fiscal year 2017 there were 150 permitted taxicabs. In the fiscal year 2018 there are 123 permitted taxi cabs. In FY 18 the franchises have not been putting as many vehicles on the road due to reduced demand and difficulty obtaining drivers.

Salaries and Wages - Unfavorable

- Allocated salary expenses have been higher October through February to assist with agency needs.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to lower balances for accrual expenses.

Services - Favorable

- The favorable variance is primarily attributed to actual legal and auditing service costs being lower than the budgeted amount.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

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.

Taxes and Fees - Unfavorable

- The unfavorable in February is attributed to the California User Fuel Tax, the expense is paid in full on an annual basis.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses not yet incurred.

SunLine Services Group
CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Vehicle/Rides Analysis March 2018

Summary:

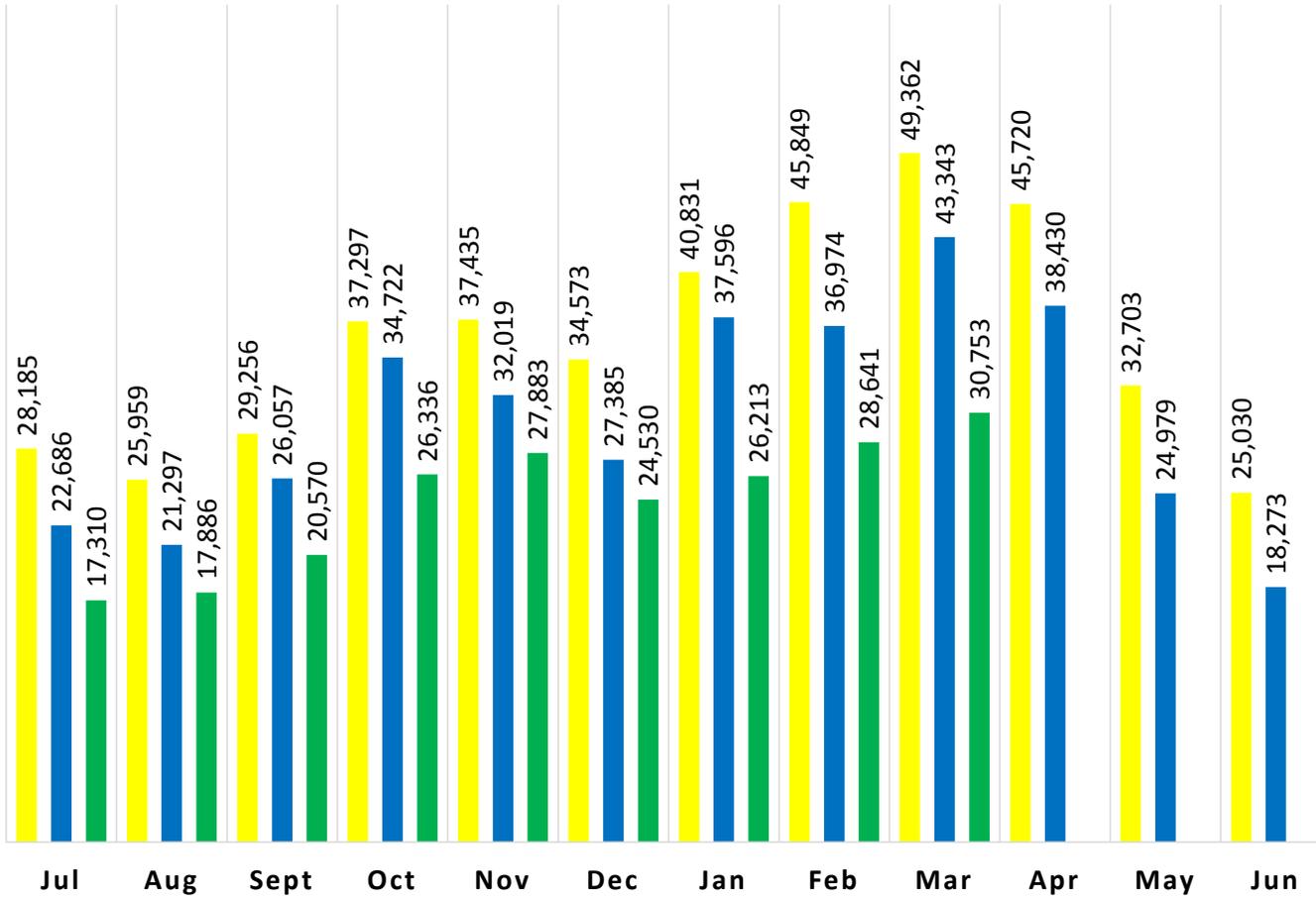
The attached report summarizes the total number of taxi trips generated in the Coachella Valley for each month of the current fiscal year. A second graph shows the total taxi trips for the current fiscal year compared to the two previous fiscal years. The graph illustrates a steady decline in taxi demand. March 2018 showed the greatest number of taxi trips generated in a single month of the current fiscal year. The two months of February and March have consecutively produced the highest number of trips for the fiscal year.

Recommendation:

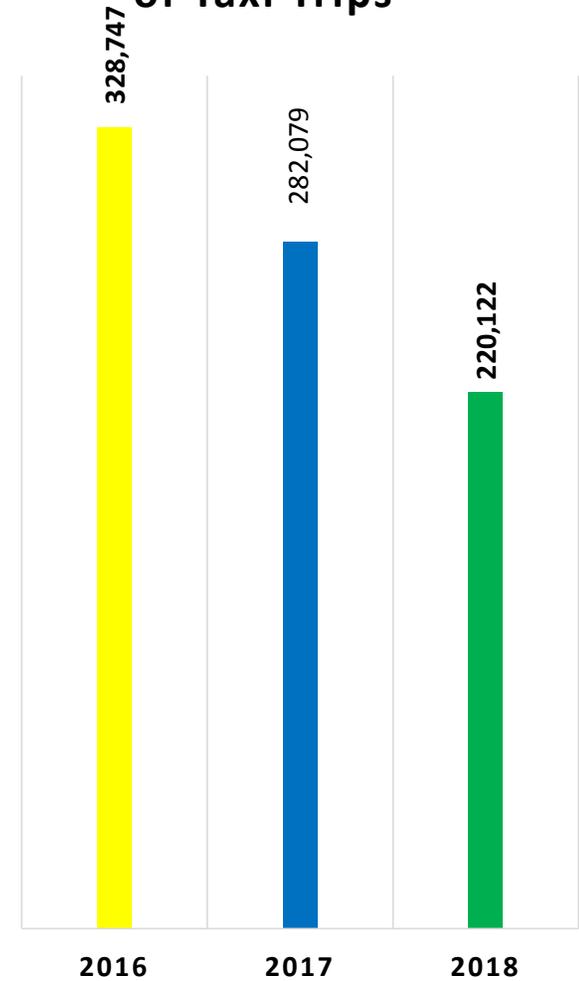
Receive and file.

Number of Taxi Trips - March 2018

2016 2017 2018



Year to Date No. of Taxi Trips



Measures the total number taxi trips taken year to date for FY 2016, 2017 and 2018.

MARCH 2018 TRIPS PER VEHICLE
 (business volumes, averaged values)

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	31
AMERICAN CAB	30	9208	29.8%	306.93	9.90	
DESERT CITY CAB	37	7651	26.7%	206.78	6.67	
YELLOW CAB OF THE DESERT	54	13894	43.5%	257.30	8.30	
	121	30753	100.00%	254.15	8.19	

SunLine Services Group
CONSENT CALENDAR

DATE: April 25, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Expense vs Taxi Revenue) February 2018

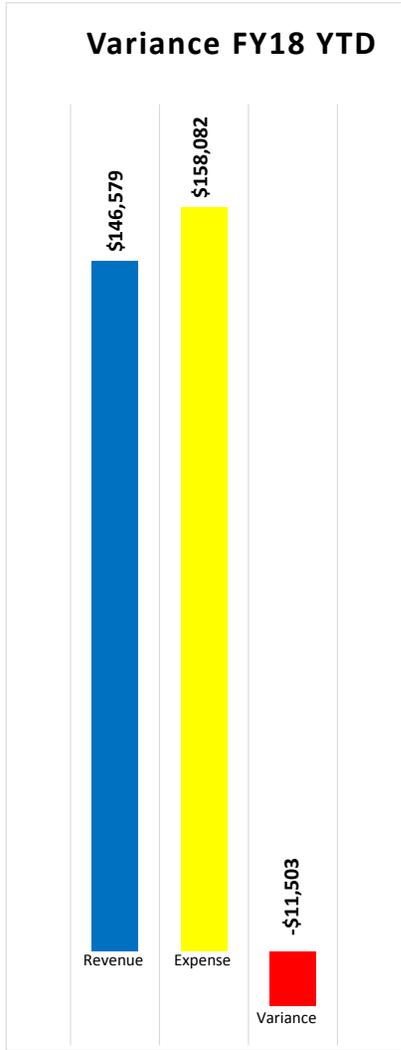
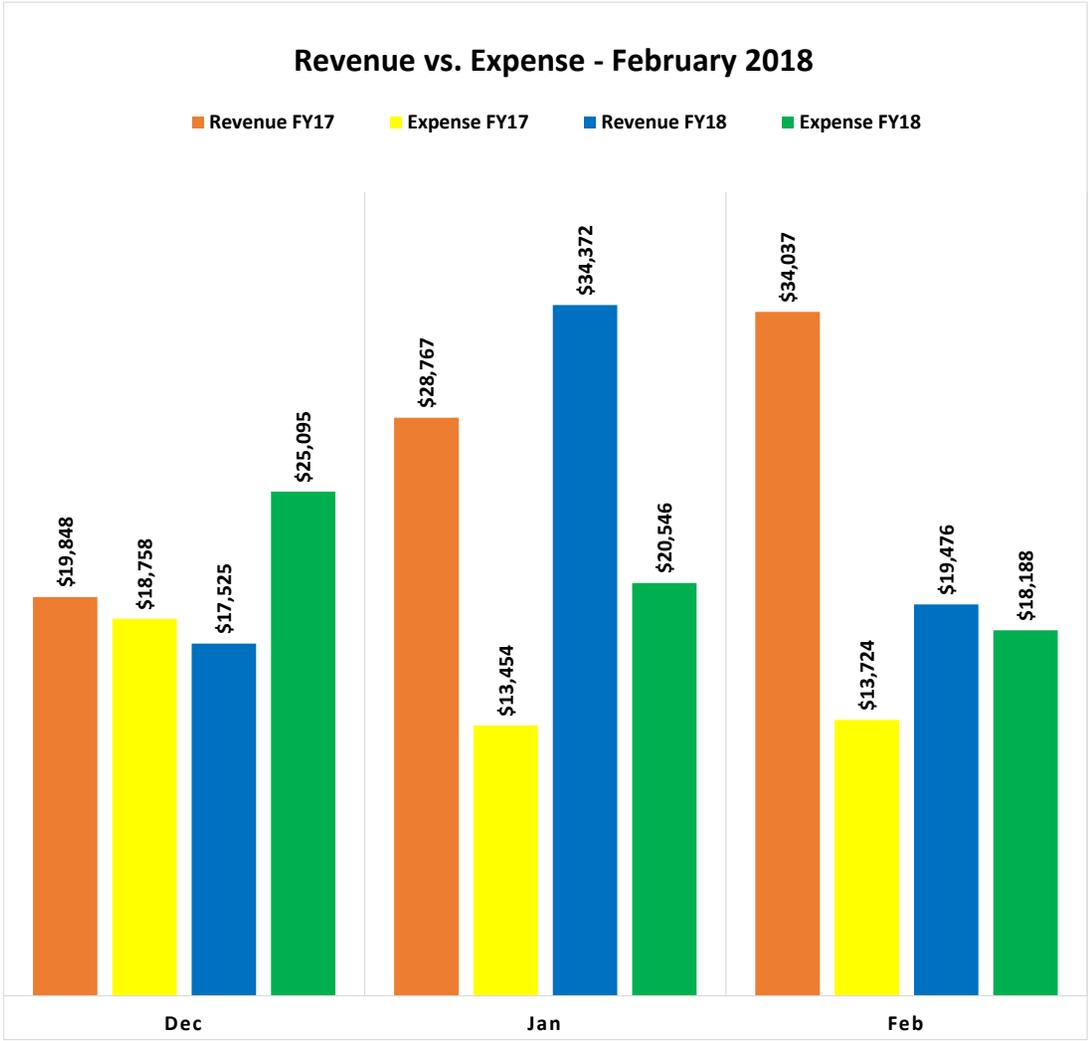
Summary:

The graph displays revenue and expenses for the current month and two previous months. Revenues are generated by surcharge fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

- Variance graph displays the total variance between revenue and expense occurring to date, for the current fiscal year.
- Expenses for the current fiscal year are greater than revenue by \$11,503. The taxi industry in the Coachella Valley is seasonal. Previous years have shown increasing revenues during seasonal months balance out the negative variance created during off-season months.
- Revenue for the month of February 2018 was \$1,288 greater than expenses.

Recommendation:

Receive and file.



Measuring the health of the FY18 SRA budget by monitoring expenses and revenues.

MINUTES

SunLine Services Group Board of Directors Meeting March 28, 2018

A regular meeting of the SunLine Services Group Board of Directors was held at 11:59 a.m. on Wednesday, March 28, 2018 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 11:59 a.m. by Chairperson Russell Betts.

2. FLAG SALUTE

Board Member Pettis led the Pledge of Allegiance.

3. ROLL CALL

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
Greg Pettis, SunLine Agency Board Member, City of Cathedral City
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lisa Middleton, SunLine Agency Board Member City of Palm Springs

Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

4. PRESENTATIONS

None.

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. PUBLIC COMMENTS

Public comments were made by:

Bill Meyers, Yellow Cab of the Desert

7. BOARD MEMBER COMMENTS

Board member comments were made by:

Lisa Middleton, City of Palm Springs

8. CONSENT CALENDAR

- a) Checks \$1,000 and Over Report for January 2018
- b) Monthly Budget Variance Report for January 2018
- c) Taxi Vehicle/Rides Analysis February 2018
- d) Metric (Taxi Expense vs Taxi Revenue) January 2018

SunLine Services Group Board Member Perez moved to approve the consent calendar. The motion was seconded by SunLine Services Group Vice-Chair Strange. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

9. APPROVAL OF MINUTES – FEBRUARY 28, 2018 BOARD MEETING

SunLine Services Group Board Member Peabody moved to approve the minutes of the February 28, 2018 Board meeting. The motion was seconded by SunLine Services Group Vice-Chair Strange. The motion was approved by a vote of 7 yes; 0 no; 1 abstain

10. APPROVE RESOLUTION NO. 084 SETTING SPECIAL MUSIC FESTIVAL VENUE FEE

Taxi Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item with the following amendments to the recitals and signature line:

- 1st Recital was amended to read: “WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to regulate fares and charges imposed by taxicab services on customers within the Coachella Valley; and”
- The original 2nd Recital was removed and replaced with: “WHEREAS, the Board of Directors hereby finds that the maximum special music festival venue fee established herein is reasonable and helps the taxicab industry be competitive within the Coachella Valley and furthers protection of public health, safety and welfare;”
- The word “fee” was amended from a plural form to a singular form to read: “The following fee is effective April 13, 2018 to the end of the last festival April 29, 2018.”
- The signature lines were corrected to read “SunLine Services Group” instead of “SunLine Transit Agency”

**SUNLINE TRANSIT AGENCY
BOARD OF DIRECTORS MEETING
MINUTES – MARCH 28, 2018**

ITEM 6

SunLine Services Group Board Member Radi motioned to approve the amended copy of the Resolution No. 084 Setting Special Music Festival Venue Fee and the motion was seconded by Board Vice-Chair Strange. The motion carried by a unanimous vote of 8 yes; 0 no; 0 abstain

11. NEXT REGULAR BOARD MEETING DATE

Wednesday, April 25, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

12. MEETING ADJOURNMENT

The meeting was adjourned at 12:13 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board