



SunLine Services Group
March 28, 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**
- 5. FINALIZATION OF AGENDA**
- 6. 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.

<u>ITEM</u>	<u>RECOMMENDATION</u>
7. BOARD MEMBER COMMENTS	RECEIVE COMMENTS
8. <u>CONSENT CALENDAR</u>	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.	
8a) Checks \$1,000 and Over Report for January 2018	(PAGE 1-2)
8b) Monthly Budget Variance Report for January 2018	(PAGE 3-5)
8c) Taxi Vehicle/Rides Analysis February 2018	(PAGE 6-7)
8d) Metric (Taxi Expense vs Taxi Revenue) January 2018	(PAGE 8-9)
9. <u>APPROVAL OF MINUTES – FEBRUARY 28, 2018 BOARD MEETING</u>	APPROVE (PAGE 10-11)
10. <u>APPROVE RESOLUTION NO. 084 SETTING SPECIAL MUSIC FESTIVAL VENUE FEE</u> (Robert Radi, Chair of Taxi Committee; Staff: Peter Gregor, Taxi Administrator)	ACTION (PAGE 12-15)
11. ADJOURN	

SunLine Services Group**CONSENT CALENDAR**

DATE: March 28, 2018

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for January 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 January, 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 payment made to STA for allocation of overhead costs for SRA operations.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of January 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 Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 1/26/18 & Jan 2018 Overhead Allocations	90471	01/29/2018	7,235.75
SUNLINE TRANSIT AGENCY	Payroll Liabilities 1/12/18	90466	01/18/2018	4,931.96
Total Checks Over \$1,000	\$12,167.71			
Total Checks Under \$1,000	\$2,161.02			
Total Checks	\$14,328.73			

SunLine Services Group
CONSENT CALENDAR

DATE: March 28, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: SSG/SRA Monthly Budget Variance Report for January 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 January 31, 2018, the organization's expenditures are \$8,038 under budget or 5.4% below the YTD budget.
- As requested at the February Finance/Audit Committee meeting, the budget variance reports for SSG and STA now include a column representing the percentage of budget remaining.

The percentage of remaining budget is derived using the following equation;

$$\text{Budget Remaining} = \frac{\text{FY18 Budget} - \text{YTD Actual}}{\text{FY18 Budget}} \times 100$$

Recommendation:

Receive and file.

SunLine Regulatory Agency
Budget Variance Report
January 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	13,106	13,041	65	80,543	91,290	(10,747)	48.5%
Revenue Fines	2,000	206	167	40	2,176	1,167	1,010	-8.8%
New Driver Permit Revenue	4,000	1,080	333	747	5,580	2,333	3,247	-39.5%
Driver Transfer Revenue	850	200	71	129	850	496	354	0.0%
Driver Renewal Revenue	9,200	1,100	767	333	3,950	5,367	(1,417)	57.1%
Driver Permit Reinstatement/Replacement	150	5	13	(8)	15	88	(73)	90.0%
Vehicle Permit Revenue	80,900	18,675	6,742	11,933	33,975	47,192	(13,217)	58.0%
Other Revenue	-	0	0	0	15	0	15	100.0%
Total Revenue	253,597	34,372	21,133	13,239	127,104	147,932	(20,828)	49.9%
Expenses:								
Salaries and Wages	104,987	9,831	8,749	(1,082)	65,825	61,242	(4,582)	37.3%
Fringe Benefits	69,092	5,789	5,758	(32)	37,123	40,304	3,181	46.3%
Services	48,300	2,048	4,025	1,977	22,845	28,175	5,330	52.7%
Supplies and Materials	5,203	655	434	(222)	2,256	3,035	779	56.6%
Utilities	4,258	355	355	0	2,484	2,484	0	41.7%
Casualty and Liability	12,112	1,009	1,009	(0)	7,065	7,065	0	41.7%
Taxes and Fees	20	5	2	(3)	9	12	0	55.2%
Miscellaneous	9,625	854	802	(52)	2,288	5,615	3,327	76.2%
Total Expenses	253,597	20,546	21,133	587	139,894	147,932	8,037	44.8%
Total Operating Surplus (Deficit)	\$ -	\$ 13,826			\$ (12,791)			

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues are heavily influenced by the seasonal decline during the summer months. The surplus in the peak months will decrease the unfavorable balance.
- As of YTD fiscal year 2018 there is a decrease of 41,034 Taxi Trips compared to the YTD fiscal year 2017.

Taxi Trips

	FY17-Jan	FY18-Jan	Variance	%Δ
Trips	37,596	26,213	(11,383)	-30.3%

Taxi Trips

	YTD-FY17	YTD-FY18	Variance	%Δ
Trips	201,762	160,728	(41,034)	-20.3%

- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.

Salaries and Wages - Unfavorable

- Allocated salary expenses have been higher October through January 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.
- The negative variance in January is due to an increase in office supply expenses. There was a \$310 cost for a new shredder.

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 - Favorable

- Taxes and Fees are within an acceptable range of the budget.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses not yet incurred.
- The negative variance in January is attributed to the renewal fee for the Annual International Association of Transportation Regulators (IATR).

SunLine Services Group
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

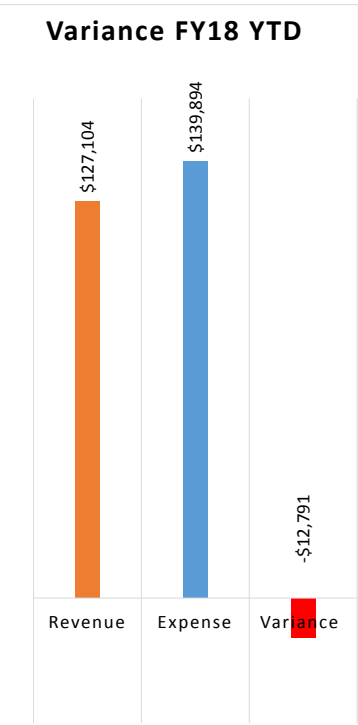
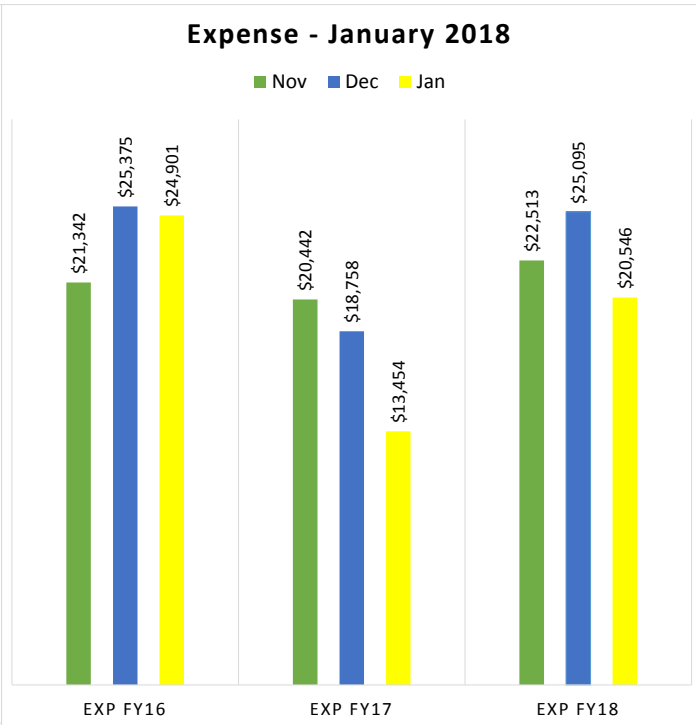
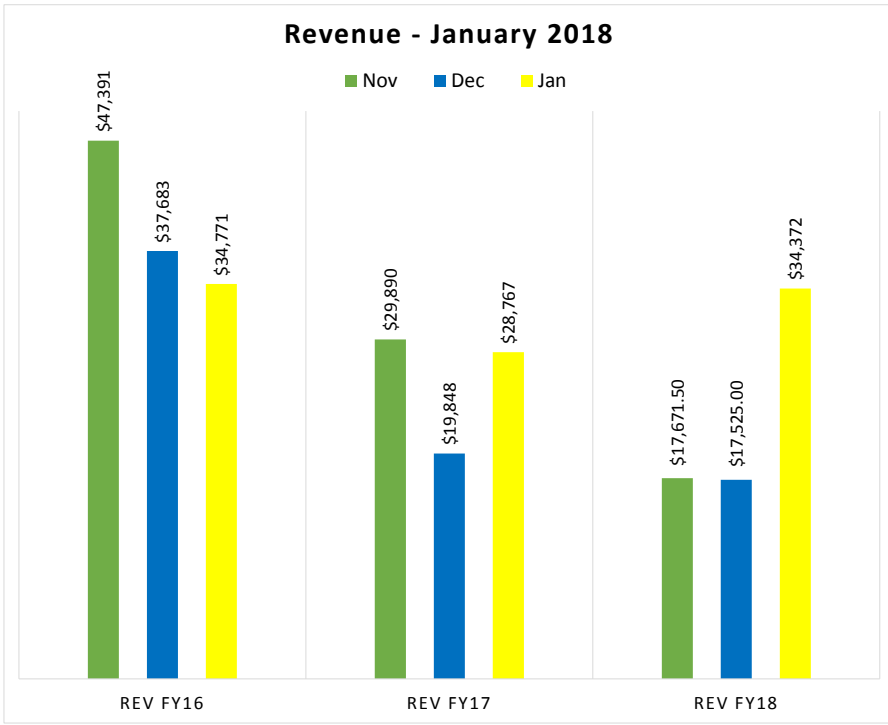
RE: Taxi Vehicle/Rides Analysis February 2018

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. A steady decline in taxi demand is illustrated by the graphs. February 2018 showed the greatest number of taxi trips generated in a single month of the current fiscal year

Recommendation:

Receive and file.



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

SunLine Services Group
CONSENT CALENDAR

DATE: March 28, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Summary:

The revenue graph displays both revenue generated by surcharge fees, vehicle permit fees and driver permit fees for the current month and two previous months. The expense graph displays the total operational costs for SunLine Services Group for the current month and two previous months. The variance graph displays the total variance between revenue and expense for the current fiscal year.

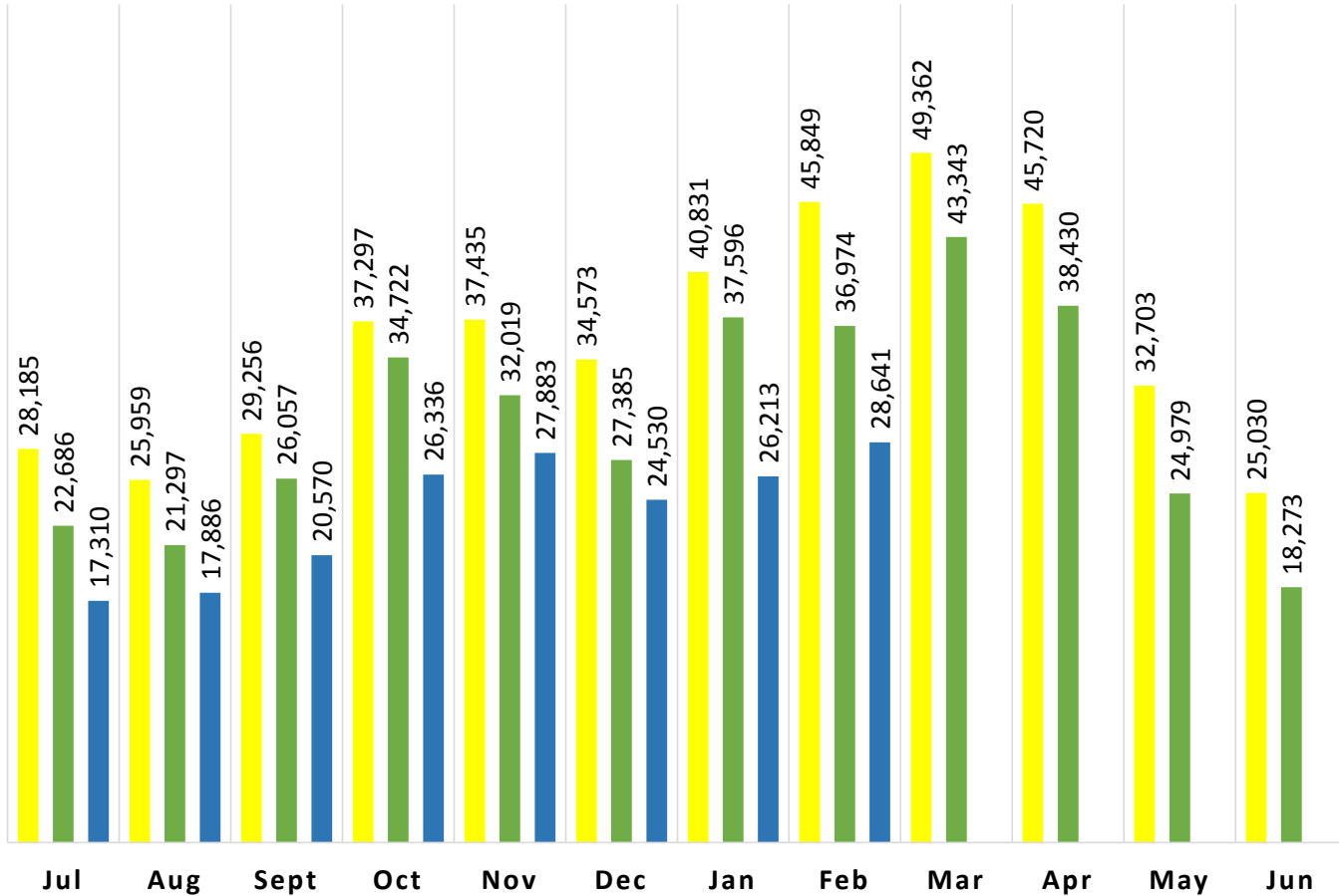
- Expenses for the current fiscal year are greater than revenue by \$12,791. The taxi industry in the Coachella Valley is seasonal. Previous years have shown increasing revenues during seasonal months balance out the negative variance created during off-season months.
- Revenue for the month of January 2018 was \$13,826 greater than expenses.

Recommendation:

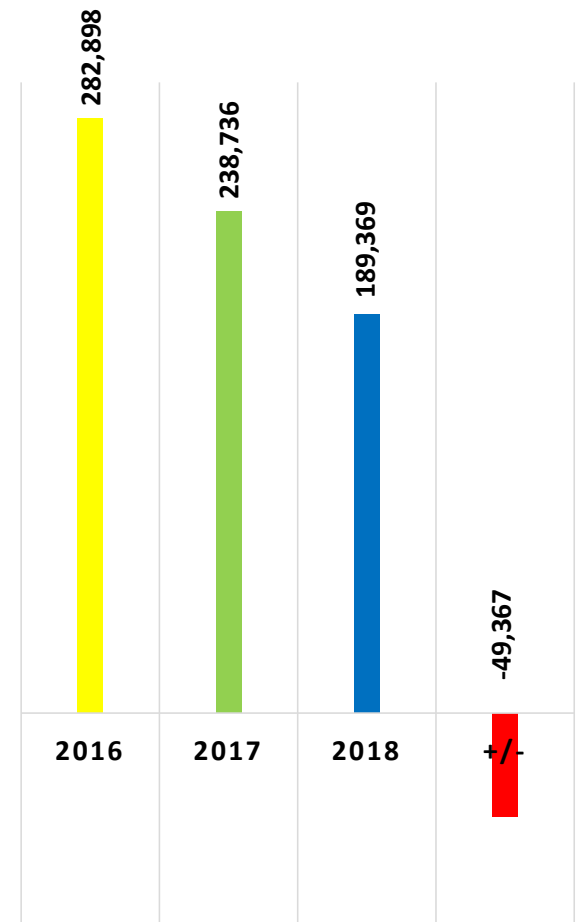
Receive and file.

Number of Taxi Trips - February 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.

MINUTES

SunLine Services Group Board of Directors Meeting February 28, 2018

A regular meeting of the SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, February 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 12:00 p.m. by Chairperson Russell Betts.

2. FLAG SALUTE

Board Member Peabody 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
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
(*Board Member Emmanuel Martinez arrived to the meeting at 12:09 p.m.*)
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lisa Middleton, SunLine Agency Board Member City of Palm Springs
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:

(Chair) Russell Betts, City of Desert Hot Springs
V. Manuel Perez, County of Riverside
Robert Radi, City of La Quinta
Dana G. Hobart, City of Rancho Mirage
Kathleen Kelly, City of Palm Desert

8. CONSENT CALENDAR

- a) SSG/SRA Checks Over \$1000 issued December 2017
- b) SSG/SRA Monthly Budget Variance Reports December 2017
- c) Taxi Vehicle/Rides Analysis January 2018
- d) Metric (Taxi Expense vs Taxi Revenue) December 2017

SunLine Services Group Board Member Radi moved to approve the consent calendar. The motion was seconded by SunLine Services Group Board Member Perez. The consent calendar was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

9. APPROVAL OF MINUTES

SunLine Services Group Board Member Peabody moved to approve the minutes of the January 24, 2018 Board meeting. The motion was seconded by SunLine Services Group Vice-Chair Strange. The motion was approved by a vote of 5 yes; 0 no; 4 abstain

16. NEXT REGULAR BOARD MEETING DATE

Wednesday, March 28, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

17. MEETING ADJOURNMENT

The meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Services Group

DATE: March 28, 2018 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Peter Gregor, Taxi Administrator

RE: Approve [Resolution No. 084 Setting Special Music Festival Venue Fee](#)

Recommendation

Staff recommends that the Board of Directors approve Resolution No. 084, which allows for a special event pick up fee of \$30 to be charged for taxicab pickups made at the Coachella and Stagecoach Music Festivals between April 13, 2018 and April 29, 2018.

Background

Since 2016, the Board has adopted resolutions allowing for an event pick up fee to be charged for the Coachella and Stagecoach Music Festivals. The fee was increased with approval by the Board from \$20 to \$30 in 2017. This increase was brought forth after it was discovered that even with the special event fee, costs to consumers choosing to use taxicab service over TNC's was significantly less. The fee provides incentive for drivers to wait at the taxi pick-up area, giving patrons the option of taking a taxi. By providing an incentive to drivers, staff will achieve the goal of having more taxicabs staged at the taxi pick-up area.

The fee shall be restricted to only those trips that originate from the area designated for taxicab pickups by the festival organizers. The \$30 fee will only be effective from the start of the first music festival, April 13, 2018 to April 29, 2018.

Financial Impact

No financial impact.

SUNLINE SERVICES GROUP

RESOLUTION NO. 084

RESOLUTION ADOPTING SPECIAL MUSIC FESTIVAL VENUE FEE FOR THE PERIOD STARTING APRIL 13, 2018 AND ENDING AT THE LAST FESTIVAL APRIL 29, 2018

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy, by resolution, fees in an amount sufficient to pay for the cost of regulating taxicab services within the Coachella Valley; and

WHEREAS, the staff of SunLine Regulatory Administration presents a budget for Fiscal Year 2018; which has been approved by the board; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are reasonable fees imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Sunline Services Group:

Section 1. That the following fee shall be charged for pick-up at the Coachella and Stage Coach Festivals.

The following fees are effective April 13, 2018 to the end of the last festival April 29, 2018.

Special Music Festival Venue Fee	\$ 30.00
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ADOPTED THIS ____ DAY OF March, 2018

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Russell Betts
Chairman of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency