



AGENDA
TAXI COMMITTEE MEETING
June 28, 2017
11:00 a.m. – 11:30 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-----

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 April 2017 (page 1)
- b) SSG/SRA Monthly Budget Reports April 2017 (pages 2-3)
- c) Taxi Vehicle/Rides Analysis (page 4)
- d) Metric (Taxi Expense vs Taxi Revenue) (page 5)

----- DISCUSSION -----

9. [SSG Budget FY 18](#) **Approve**
(Robert Radi, Chair of the Taxi Committee;
Staff: Luis Garcia)
Recommend that the Board of Directors adopt the proposed FY18 Budget. (pages 6-18)

10. **Adjourn**

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of April 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	Overhead Expense Mar 2017	90351	4/21/2017	\$2,446.50
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 4/21/17	90350	4/21/2017	\$2,385.22
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 4/07/17	90344	4/7/2017	\$2,074.71

Total of Checks Over \$1,000	\$6,906.43
Total of Checks Under \$1,000	\$2,302.58
Total of All Checks for the Month	\$9,209.01
Total Amount of Checks Prior Years Same Month	\$20,006.75



SunLine Regulatory Agency
Budget Variance Report
April 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	19,215	16,453	2,762	160,789	164,528	(3,740)
Revenue Fines	2,000	100	167	(67)	6,210	1,667	4,543
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	1,583	(383)
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	990	333	657	6,750	3,333	3,417
Driver Transfer Revenue	850	0	71	(71)	1,000	708	292
Driver Renewal Revenue	9,200	700	767	(67)	7,450	7,667	(217)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	90	125	(35)
Vehicle Permit Revenue	80,900	8,900	6,742	2,158	79,150	67,417	11,733
Total Revenue	296,434	29,905	24,703	5,202	262,738	247,028	15,710
Expenses:							
Salaries and Wages	128,702	8,846	10,725	1,879	101,607	107,252	5,645
Fringe Benefits	89,298	2,412	7,442	5,030	41,220	74,415	33,195
Services	50,500	3,401	4,208	807	27,643	42,083	14,440
Supplies and Materials	6,433	117	536	419	2,096	5,361	3,265
Utilities	6,585	549	549	(0)	5,487	5,487	0
Casualty and Liability	11,846	987	987	(0)	9,872	9,872	0
Miscellaneous	3,070	791	256	(535)	2,778	2,558	(220)
Total Expenses	296,434	17,102	24,703	7,600	190,704	247,028	56,324
Total Operating Surplus (Deficit)	\$ -	\$ 12,803			\$ 72,034		



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 - Unfavorable

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

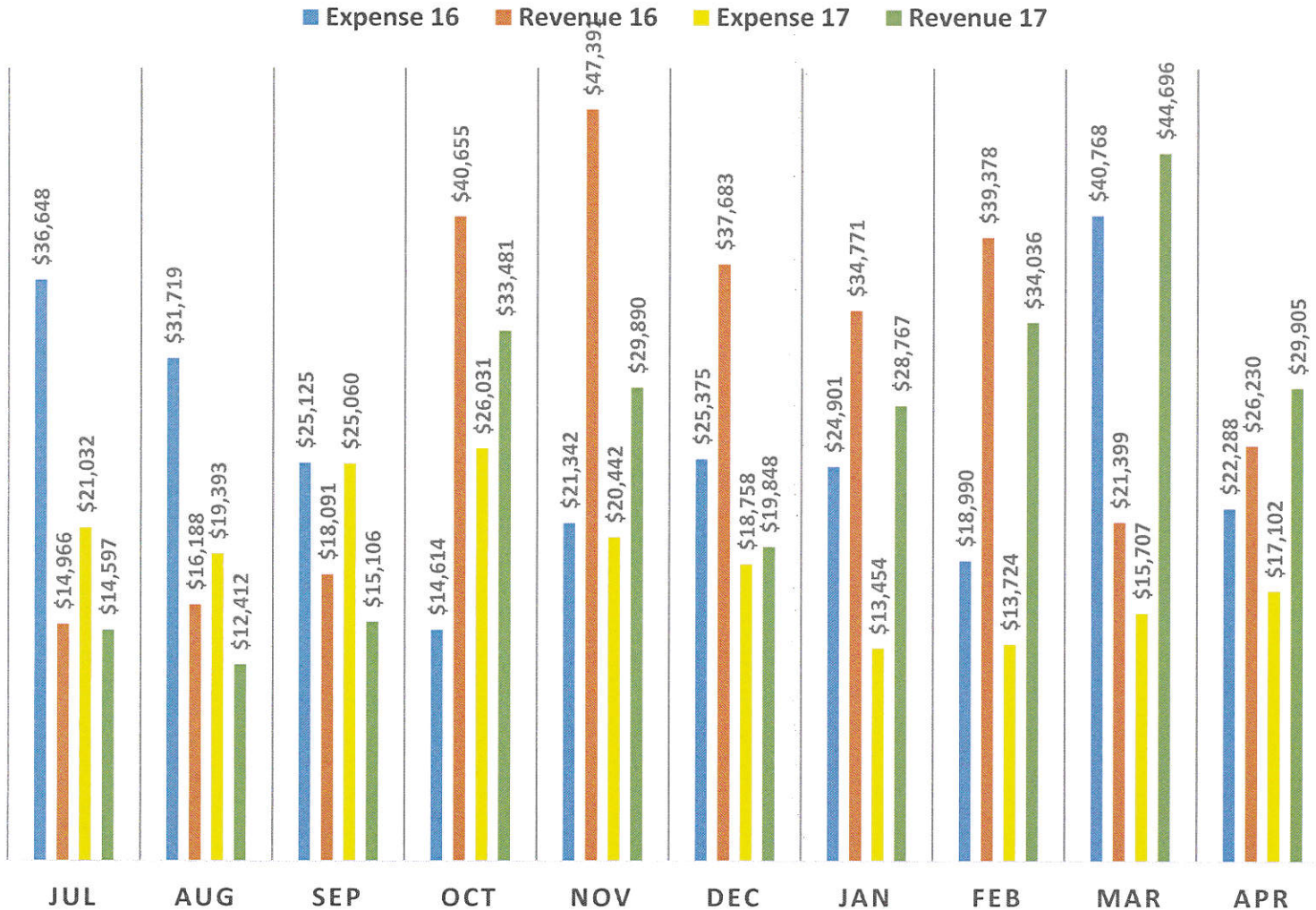


May 2017 TRIPS PER VEHICLE
 (business volumes, averaged values)

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	



TAXI EXPENSE VS. REVENUE AND VARIANCE MARCH 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: June 28, 2017 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Deputy Chief Financial Officer
RE: [SSG Budget FY 18](#)

Recommendation

Recommend that the Board of Directors adopt the proposed FY18 Budget.

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. The FY18 budget was brought before the committee on May 24, 2017, for discussion before the required approval in June.

The FY18 budget reflects a 14.45% decrease in expenses compared to the FY17 budget.

For the fiscal year 2018, SSG will collect \$253,597 to cover costs:

- \$156,497 Passenger paid surcharges
- \$80,900 Franchise vehicle permit fees
- \$13,350 Taxicab driver permit fees
- \$2,850 Fines, vehicle inspections, vehicle transfer, etc.

Financial Impact

The proposed budget is generated based on expected collection of revenue sufficient to sustain SRA's regulatory mandate provided by the SSG Ordinance.

Luis Garcia



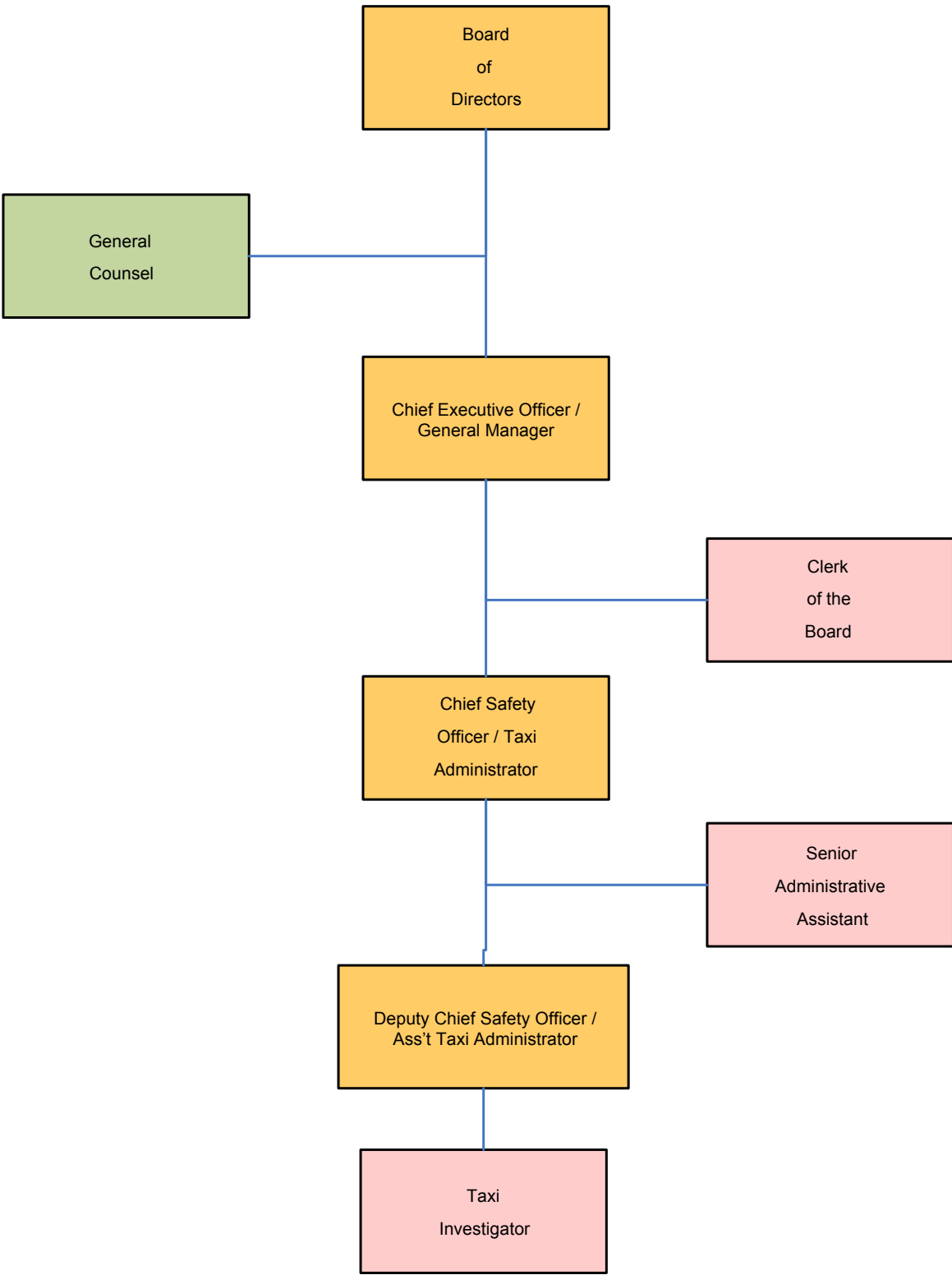
SRA

SUNLINE REGULATORY ADMINISTRATION



ANNUAL BUDGET

FISCAL YEAR 2018





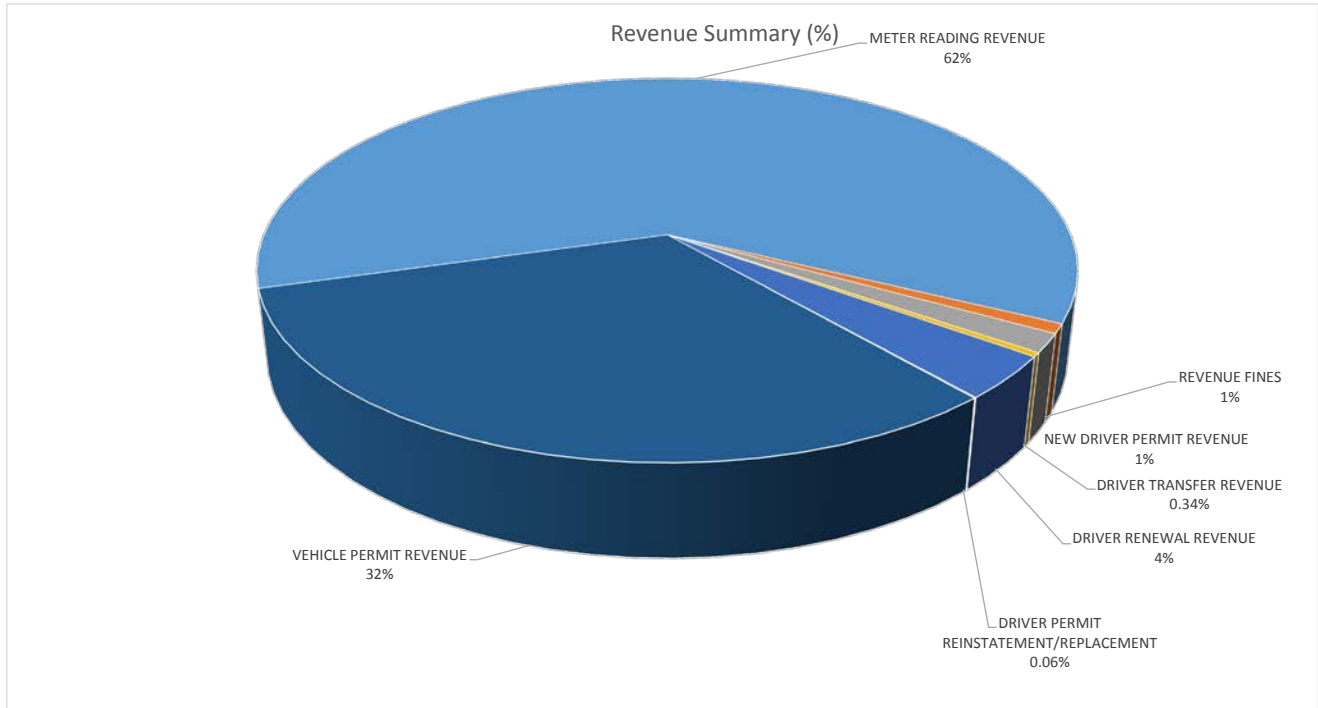
FUNCTIONS & RESPONSIBILITIES

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 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)

SunLine Transit Agency
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