

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, April 26, 2017
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

The Chair requests that all cellular phones be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

- | | |
|--|--------------------------------|
| <ol style="list-style-type: none">1. <u>Call to Order</u>
Chairperson Russell Betts2. <u>Roll Call</u>3. <u>Finalization of Agenda</u>4. <u>Presentations</u>5. <u>Public Comments</u>
(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.) | <p>Receive Comments</p> |
|--|--------------------------------|

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Clerk at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

6. **Board Member Comments** **Receive Comments**
Any Board Member who wishes to speak may do so at this time.

----- **RECEIVE AND 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 February 2017 (Page 1)**
 - b) **SSG/SRA Monthly Budget Reports February 2017 (Pages 2-3)**
 - c) **Taxi Vehicle/Rides Analysis (Pages 4-5)**
 - d) **Metric (Taxi Expense vs Taxi Revenue) (Page 6)**

----- **ACTION** -----

8. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the March 22, 2017 Board of Directors meeting. (Pages 7-8)
9. **Next Meeting Date**
May 24, 2017
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
10. **Adjourn**

SunLine Regulatory Administration

Checks \$1,000 and Over

For the month of February 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 Jan 2017	90323	2/24/2017	\$2,446.50
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 2/10/17	90317	2/14/2017	\$2,138.39
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 2/24/17	90322	2/24/2017	\$2,099.40
PROPER SOLUTIONS	Temp Employee 1/30-2/10	90321	2/24/2017	\$1,560.00

Total of Checks Over \$1,000	\$8,244.29
Total of Checks Under \$1,000	\$1,238.72
Total of All Checks for the Month	\$9,483.01

Total Amount of Checks Prior Years Same Month \$12,372.85

SunLine Regulatory Agency
Budget Variance Report
February 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	18,487	16,453	2,034	119,902	131,623	(11,721)
Revenue Fines	2,000	200	167	33	6,110	1,333	4,777
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	1,267	(67)
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	810	333	477	4,500	2,667	1,833
Driver Transfer Revenue	850	50	71	(21)	800	567	233
Driver Renewal Revenue	9,200	1,050	767	283	6,000	6,133	(133)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	85	100	(15)
Vehicle Permit Revenue	80,900	13,440	6,742	6,698	49,440	53,933	(4,494)
Total Revenue	296,434	34,037	24,703	9,334	188,137	197,623	(9,486)
Expenses:							
Salaries and Wages	128,702	7,402	10,725	3,323	84,849	85,801	953
Fringe Benefits	89,298	2,253	7,442	5,189	36,444	59,532	23,088
Services	50,500	2,355	4,208	1,853	20,704	33,667	12,963
Supplies and Materials	6,433	101	536	435	1,694	4,289	2,595
Utilities	6,585	549	549	(0)	4,390	4,390	0
Casualty and Liability	11,846	987	987	(0)	7,897	7,897	0
Miscellaneous	3,070	76	256	179	1,912	2,047	135
Total Expenses	296,434	13,723	24,703	10,980	157,890	197,623	39,733
Total Operating Surplus (Deficit)	\$ -	\$ 20,313			\$ 30,247		

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Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will decrease the unfavorable balance.
- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.

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.

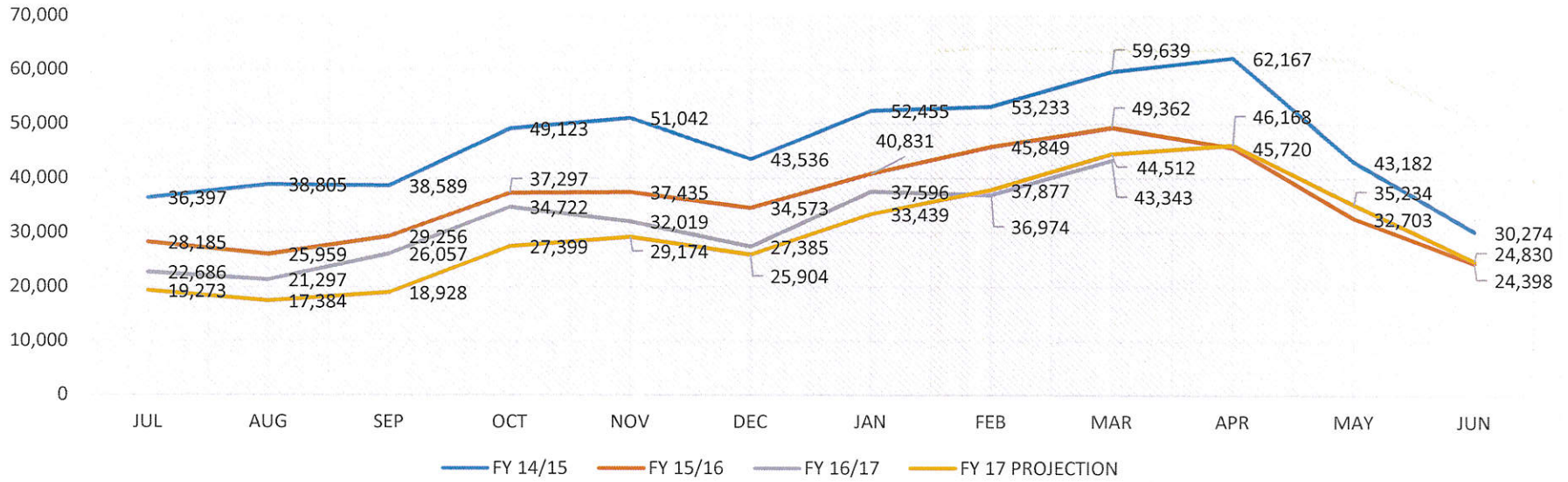
Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget.

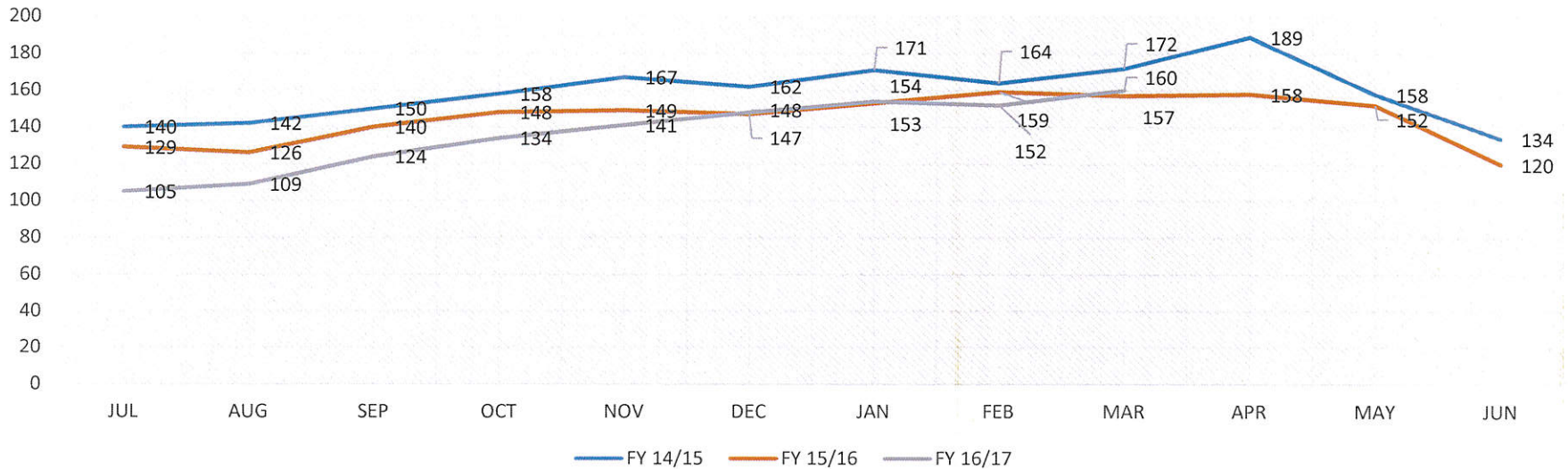
Miscellaneous - Favorable

- Miscellaneous expenses are within acceptable range of the budget.

OF TAXI TRIPS

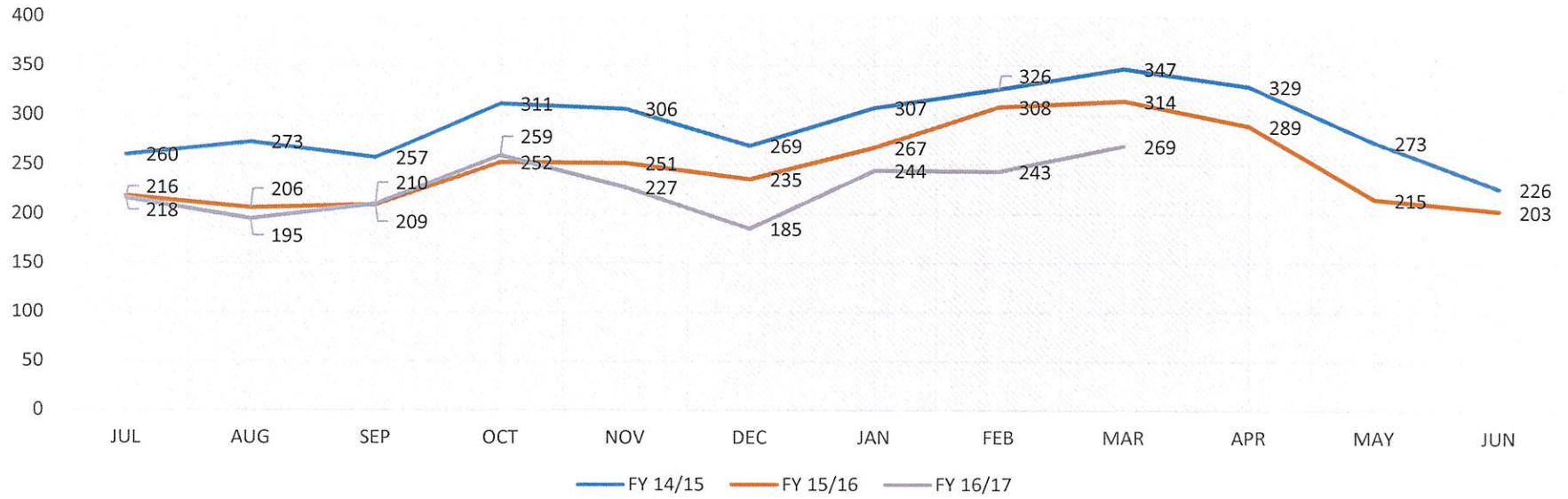


OF CABS PROVIDING TRIPS



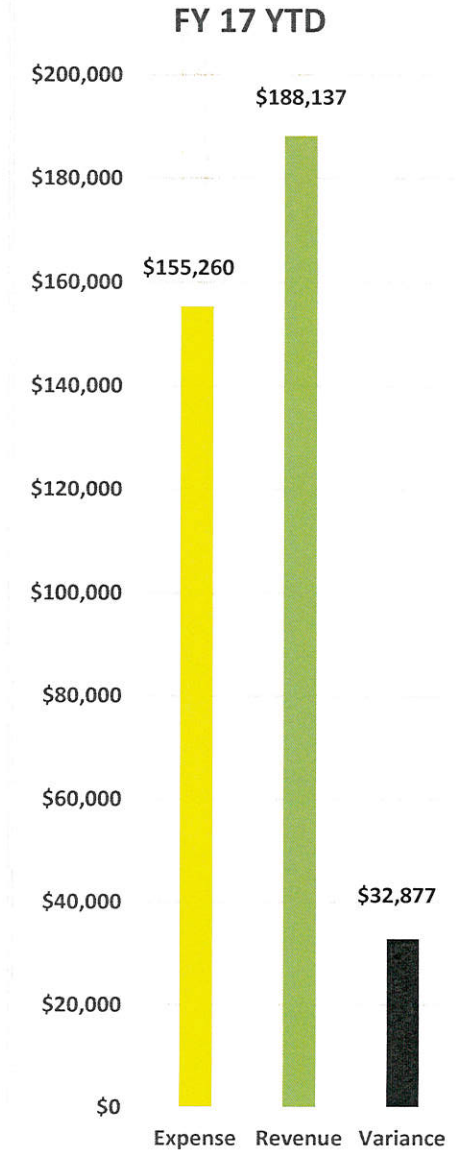
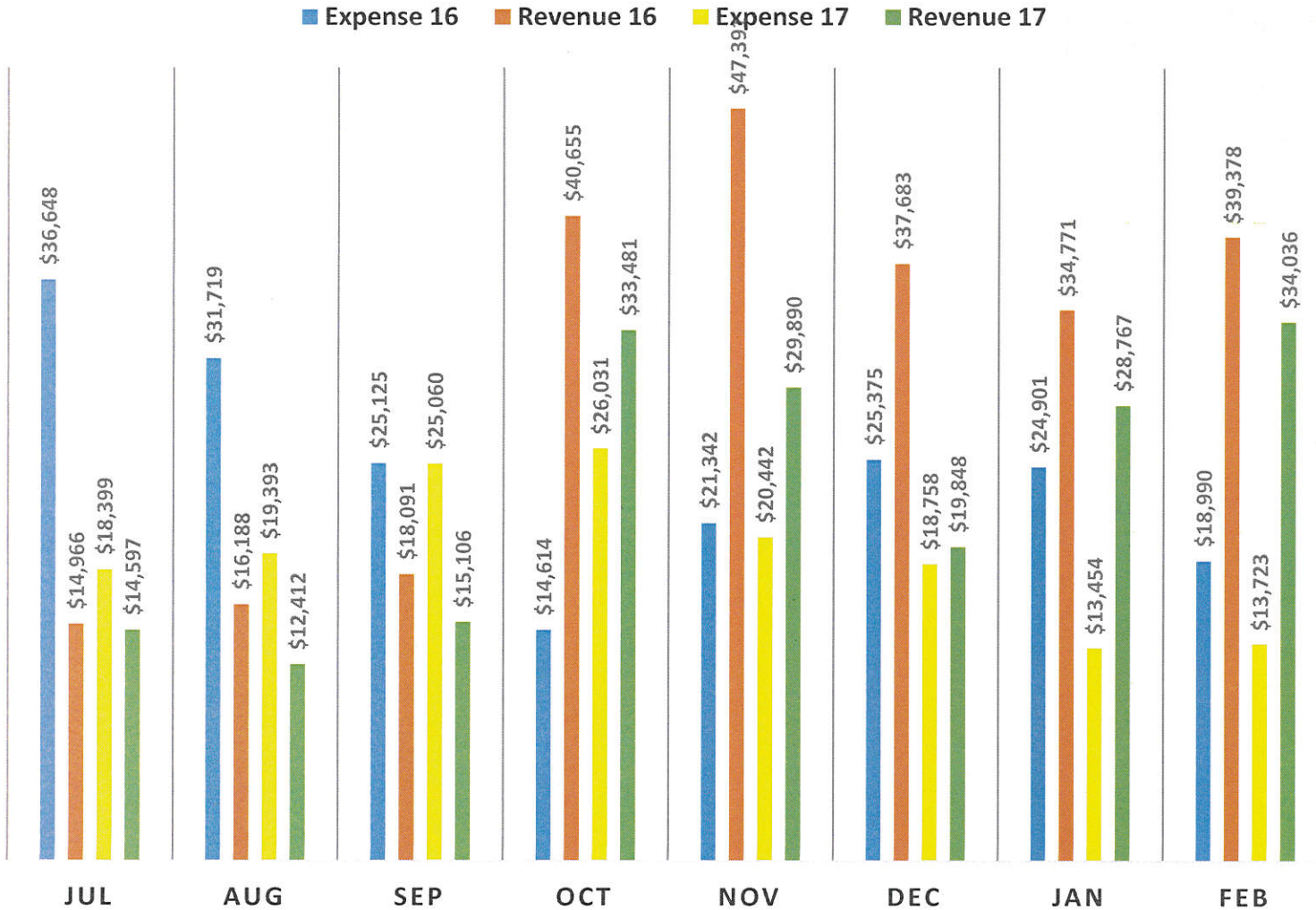
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OF TRIPS PER CAB



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TAXI EXPENSE VS. REVENUE AND VARIANCE JANUARY 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.

MINUTES
SunLine Services Group
Board of Directors Meeting
March 22, 2017

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, March 22, 2017 at 12:00 p.m. 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 12:29 p.m. by Chairperson Russell Betts.

2. Roll Call

Completed.

Members Present

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Ginny Foat, SunLine Agency Board Member City of Palm Springs
Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Robert Radi, SunLine Agency Board Member, City of La Quinta
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Pat Cooper, SunLine Agency Board Member (Sup. Benoit Alternate), County of Riverside

Members Absent

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

3. Finalization of Agenda

No changes

4. Presentations

None

5. Public Comments

None

6. Board Member Comments

7. Consent Calendar

- a) SSG/SRA checks over \$1000 issued January 2017
- b) SSG/SRA Monthly Budget Reports January 2017
- c) Taxi Vehicle/Rides Analysis
- e) Metric (Taxi Expense vs Taxi Revenue)

SunLine Agency Board Member Peabody moved to approve the Consent Calendar. SunLine Agency Board Member Radi seconded the motion. The motion was approved by a unanimous vote of 8 yes; 1 no voting;

8. Approval of Minutes

SunLine Agency Board Member Peabody moved to approve the minutes of the March 22, 2017 Board Meeting. The motion was seconded by SunLine Agency Board Member Radi. The motion carried by a vote of 8 yes; 0 no; 1 abstain

**9 Resolution Amending Resolution 075 Setting Special Music Festival Venue Fee
(Robert Radi, Chair Taxi Committee;
Staff: Peter Gregor)**

SunLine Agency Board Member Radi stated that comments were received at the Taxi Committee Meeting stating that last year a taxi ride from the event at Coachella to Portola in Palm Desert resulted in a \$62 taxi ride with a surcharge versus what has been indicated by a passenger who paid \$280 the night before taking Uber.

SunLine Agency Board Member Radi stated that the Taxi Committee reviewed this item and unanimously approved it. He moved to approve and the motion was seconded by SunLine Agency Board Member Hobart. The motion carried by a unanimous vote of 9 yes; 0 no

10. Next Meeting Date

April 26, 2017
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

11. Adjourn

Chairperson Betts adjourned the meeting at 1:00 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board