

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, July 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

1. **Call to Order**
Chairperson Russell Betts

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

6. **Public Comments**

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

Receive Comments

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.

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

----- **RECEIVE AND 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 May 2017 (Page 1)
 - b) SSG/SRA Monthly Budget Reports May 2017 (Pages 2-3)
 - c) Taxi Vehicle/Rides Analysis (Pages 4-6)
 - d) Metric (Taxi Expense vs Taxi Revenue) (Page 7)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the June 28, 2017 Board of Directors meeting. (Pages 8-10)
10. **Next Meeting Date**
September 27, 2017
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
11. **Adjourn**

SunLine Regulatory Administration

**Checks \$1,000 and Over
For the month of May 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	Operating Expenses Feb-Mar	90361	5/12/2017	\$8,933.98
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 5/05/17	90354	5/5/2017	\$2,762.13
SUNLINE TRANSIT AGENCY	Overhead Expense April 2017	90362	5/12/2017	\$2,446.50
PROPER SOLUTIONS	Temporary Help	90353	5/5/2017	\$2,340.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 5/19/17	90364	5/19/2017	\$2,062.18

Total of Checks Over \$1,000	\$18,544.79
Total of Checks Under \$1,000	\$1,060.98
Total of All Checks for the Month	\$19,605.77
Total Amount of Checks Prior Years Same Month	\$17,090.23

SunLine Regulatory Agency
 Budget Variance Report
 May 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	12,500	16,453	(3,953)	173,288	180,981	(7,693)
Revenue Fines	2,000	0	167	(167)	6,210	1,833	4,377
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	1,742	(542)
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	180	333	(153)	6,930	3,667	3,263
Driver Transfer Revenue	850	100	71	29	1,100	779	321
Driver Renewal Revenue	9,200	250	767	(517)	7,700	8,433	(733)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	90	138	(48)
Vehicle Permit Revenue	80,900	0	6,742	(6,742)	79,150	74,158	4,991
Total Revenue	296,434	13,030	24,703	(11,673)	275,768	271,731	4,036
Expenses:							
Salaries and Wages	128,702	5,828	10,725	4,897	107,435	117,977	10,542
Fringe Benefits	89,298	2,251	7,442	5,190	43,472	81,857	38,385
Services	50,500	3,859	4,208	349	31,502	46,292	14,789
Supplies and Materials	6,433	959	536	(423)	3,056	5,897	2,841
Utilities	6,585	549	549	(0)	6,036	6,036	0
Casualty and Liability	11,846	987	987	(0)	10,859	10,859	0
Miscellaneous	3,070	70	256	186	2,848	2,814	(34)
Total Expenses	296,434	14,503	24,703	10,200	205,207	271,731	66,524
Total Operating Surplus (Deficit)	\$ -	\$ (1,474)			\$ 70,561		

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.

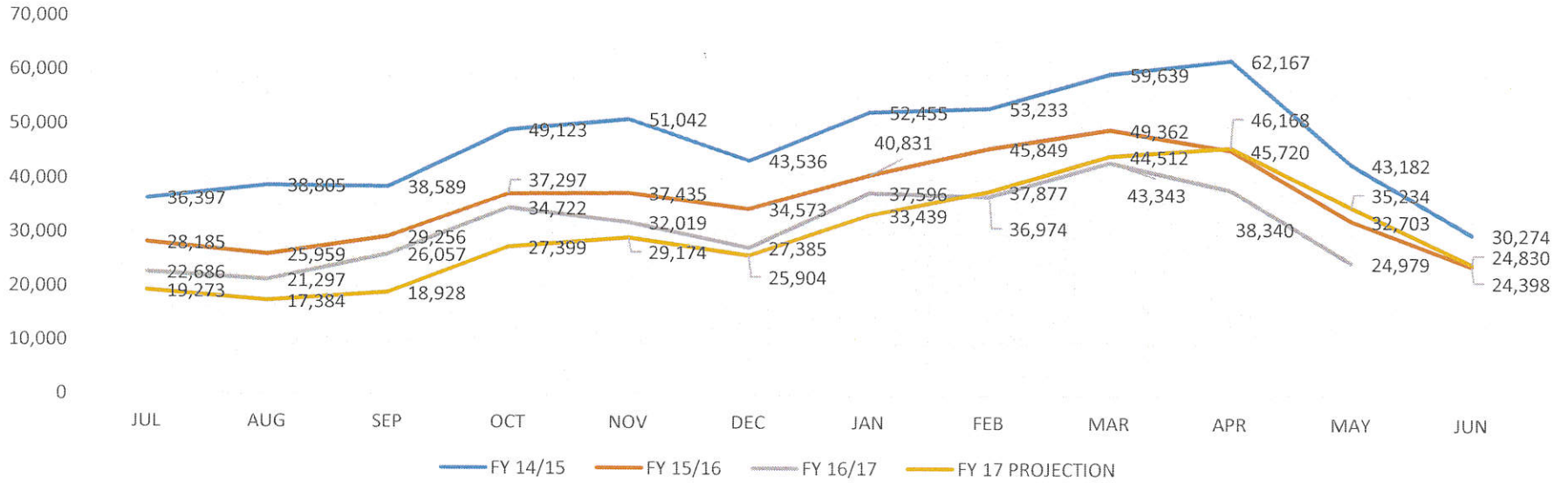
Miscellaneous - Unfavorable

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

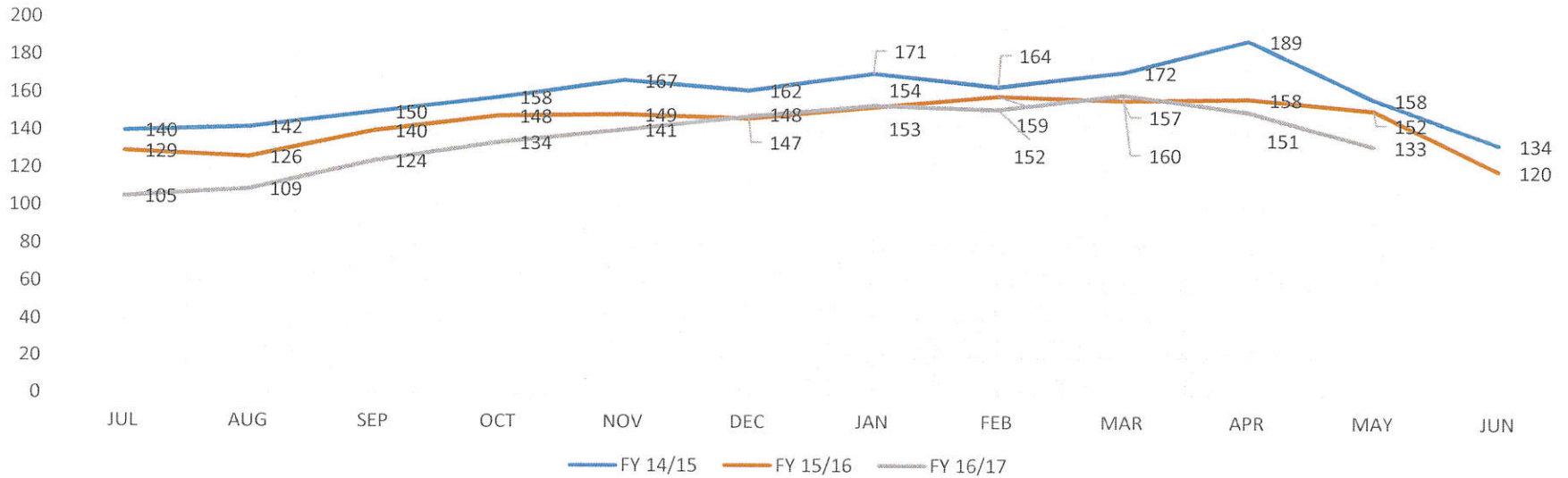
May 2017 TRIPS PER VEHICLE
(business volumes, averaged values)

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	

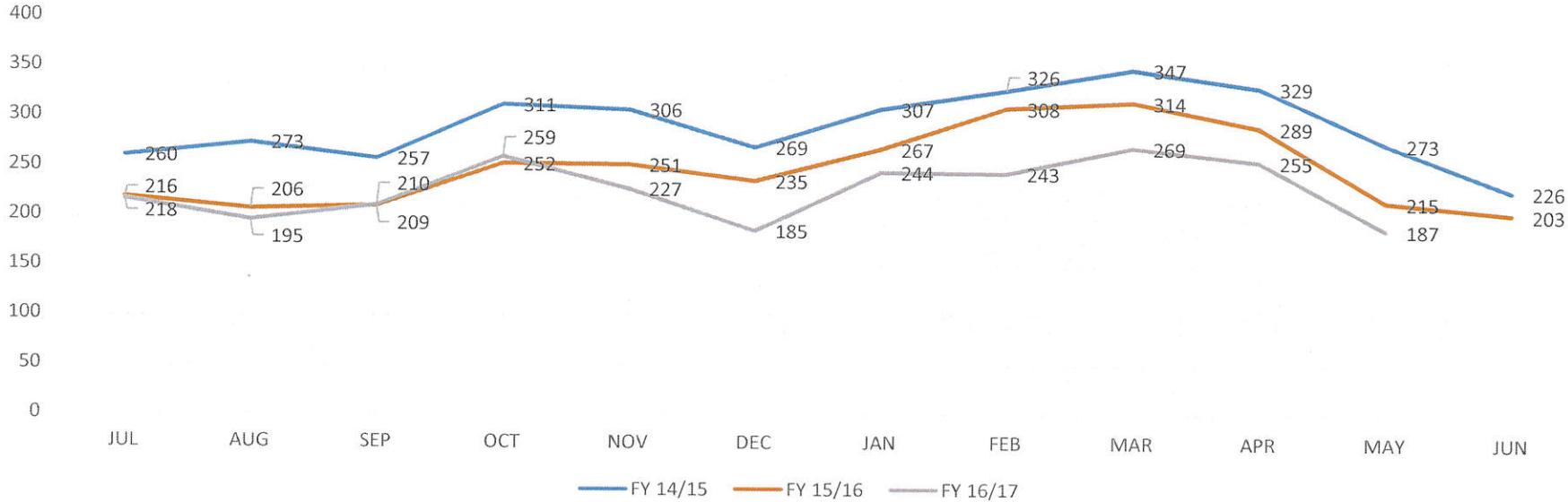
OF TAXI TRIPS



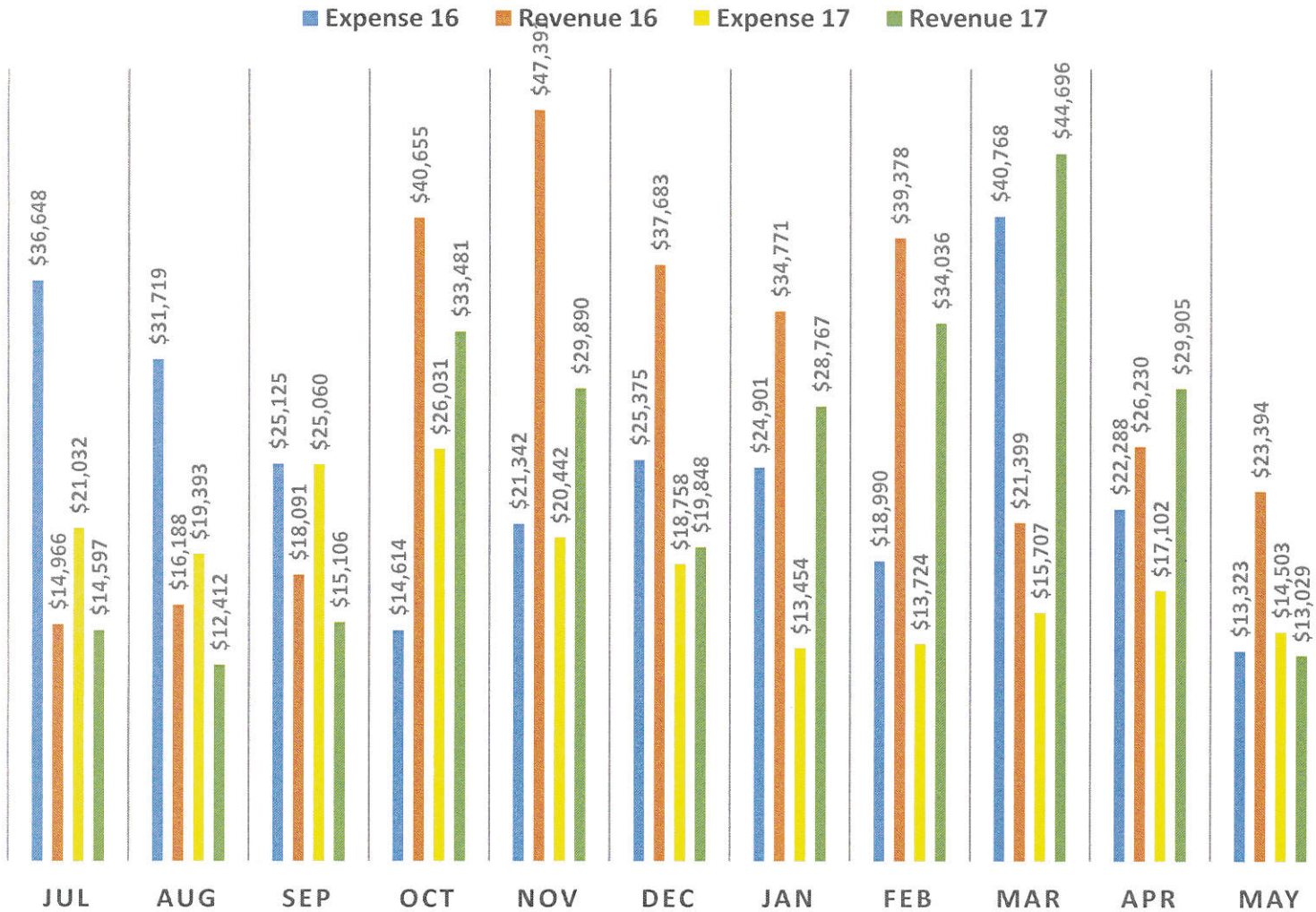
OF CABS PROVIDING TRIPS



OF TRIPS PER CAB



TAXI EXPENSE VS. REVENUE AND VARIANCE MAY 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
June 28, 2017

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, June 28, 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 12:00 p.m. by Chairperson Russell Betts.

2. Flag Salute

SunLine Agency Board Member Foat led all in a salute to our flag.

3. 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
Shelley Kaplan, SunLine Agency Board Member (alternate), 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
John Pena, SunLine Agency Board Member (alternate), City of La Quinta
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent

Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Ty Peabody, SunLine Agency Board Member, City of Indian Wells

4. Finalization of Agenda

There was discussion as to whether this was a voting item and SunLine Agency Board Member Betts stated he determined it to be a voting item.

SunLine Agency Board Member Foat moved to approve the Finalization to the agenda. The motion was seconded by SunLine Agency Board Member Kaplan. The Finalization of Agenda was approved by a vote of 8 yes; 0 no;

5. Presentations

None

6. Public Comments

Duncan McCloud from City Cab stated that we always talk about Uber not being drug tested but in the United States 14% of transportation companies want drug testing. He stated that he realized this is state controlled but as mayors you can make a little noise in the senate and talk to your representatives and they would listen to you a lot more than they would listen to him. He asked why city officials let

Uber drive around and do what they want. He said they are allowed to do it because they charge cheap rates. He thanked the board for their time.

SunLine Agency Board Member Betts stated it is always good to keep an issue in the open and he didn't feel the issue was lost on this board. SunLine Agency Board Member Hobart stated they had done quite a bit to find ways around the Public Utilities Commission making the decisions with respect to Uber and Lyft and others and they have had no success. They have tried and will continue to try.

Lauren Skiver, CEO/General Manager added that we have had some success based on Palm Springs leadership and the Airport Commission in requiring drug testing if they want to serve the airport. She stated that was a big win and was something that others have tried and failed and I think it's something that our leadership should take credit for and also the taxi franchises and SunLine Staff who worked hard to work together to get that message out.

SunLine Agency Board Member Foat added that it was a precarious position because every day they are lobbying both our citizens and our tourism bureaus and we do need to stay on top of it.

7. Board Member Comments

8. Consent Calendar

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

SunLine Agency Board Member Kelly moved to approve the Consent Calendar. SunLine Agency Board Member Hobart seconded the motion. The motion was approved by a unanimous vote of 8 yes; 0 no;

9. Approval of Minutes

SunLine Agency Board Member Hobart moved to approve the minutes of the May 24, 2017 Board Meeting. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a vote of 6 yes; 0 no; 2 abstain

Lauren Skiver, CEO/General Manager addressed the board and stated that we are attempting to utilize the system that records this meeting for the minutes to be created and the issue we have is when you don't use your mic the system doesn't pick you up. She reminded them all that when they want to speak to please use their mic.

10. SSG Budget FY 18**(Robert Radi, Chair of the Taxi Committee;****Staff: Luis Garcia)**

SunLine Agency Board Member Pena stated that this item was approved in the Taxi Committee and they recommend to approve. The motion was seconded by SunLine Agency Board Member Hobart. The motion was approved by a unanimous vote of 8 yes; 0 no;

11. Next Meeting Date

July 26, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

12. Adjourn

Chairperson Betts adjourned the meeting at 12:20 p.m.

Respectfully Submitted,

Diane Beebe
Clerk of the Board