

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, September 27, 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**

Receive Comments

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

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 June/July 2017](#)
 - b) [SSG/SRA Monthly Budget Reports June/July 2017](#)
 - c) [Taxi Vehicle/Rides Analysis June/July 2017](#)
 - d) [Metric \(Taxi Expense vs Taxi Revenue\) June/July 2017](#)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the July 26, 2017 Board of Directors meeting.
10. **Next Meeting Date**
October 25, 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 June 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 Apr-May	90384	6/30/2017	\$7,352.06
SUNLINE TRANSIT AGENCY	Overhead Expense May 2017	90371	6/9/2017	\$2,446.50
PROPER SOLUTIONS	Temporary Help	90370	6/9/2017	\$2,340.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 6/30/17	90383	6/30/2017	\$2,172.49
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 6/02/17	90367	6/2/2017	\$2,077.68
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 6/16/17	90376	6/16/2017	\$2,037.27

Total of Checks Over \$1,000	\$18,426.00
Total of Checks Under \$1,000	\$4,147.68
Total of All Checks for the Month	\$22,573.68
Total Amount of Checks Prior Years Same Month	\$18,239.15

Sunline Regulatory Administration
Checks \$1,000 and Over
For the month of July 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	Payroll Liabilities Exp 7/28/17	90403	7/31/2017	\$7,872.12
SUNLINE TRANSIT AGENCY	Overhead Exp & PR Liab 7/14/17	90391	7/21/2017	\$4,524.18
PROPER SOLUTIONS	Temporary Help	90399	7/31/2017	\$1,560.00

Total of Checks Over \$1,000	\$13,956.30
Total of Checks Under \$1,000	\$1,649.68
Total of All Checks for the Month	\$15,605.98
Total Amount of Checks Prior Years Same Month	38,632.85

SunLine Regulatory Agency
 Unaudited Budget Variance Report
 June 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	8,357	16,453	(8,096)	181,645	197,434	(15,789)
Revenue Fines	2,000	0	167	(167)	6,210	2,000	4,210
Vehicle Inspection Revenue	1,900	0	158	(158)	1,200	1,900	(700)
Vehicle Re-inspection Revenue	-	0	0	0	100	0	100
New Driver Permit Revenue	4,000	90	333	(243)	7,020	4,000	3,020
Driver Transfer Revenue	850	0	71	(71)	1,100	850	250
Driver Renewal Revenue	9,200	250	767	(517)	7,950	9,200	(1,250)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	90	150	(60)
Vehicle Permit Revenue	80,900	0	6,742	(6,742)	79,150	80,900	(1,751)
Total Revenue	296,434	8,697	24,703	(16,006)	284,465	296,434	(11,970)
Expenses:							
Salaries and Wages	128,702	6,752	10,725	3,973	114,187	128,702	14,515
Fringe Benefits	89,298	8,923	7,442	(1,482)	52,395	89,298	36,903
Services	50,500	2,936	4,208	1,273	34,438	50,500	16,062
Supplies and Materials	6,433	460	536	76	3,516	6,433	2,918
Utilities	6,585	549	549	(0)	6,585	6,585	0
Casualty and Liability	11,846	987	987	(0)	11,846	11,846	0
Miscellaneous	3,070	(137)	256	392	2,711	3,070	359
Total Expenses	296,434	20,470	24,703	4,233	225,677	296,434	70,757
Total Operating Surplus (Deficit)	\$ -	\$ (11,773)			\$ 58,787		

Unaudited Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- The unfavorable variance is mainly attributed to meter reading revenue. Meter reading revenue is down \$34,647 from the fiscal year 2016.
- The decline in revenue is a byproduct of the decrease in ridership.

Salaries and Wages - Favorable

- Salary & wage expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to work force reduction.

Services - Favorable

- Maintenance contracts 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 an acceptable range of the budget.

SunLine Regulatory Agency
 Budget Variance Report
 July 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	156,497	8,655	13,041	(4,386)	8,655	13,041	(4,386)
Revenue Fines	2,000	200	167	33	200	167	33
New Driver Permit Revenue	4,000	630	333	297	630	333	297
Driver Transfer Revenue	850	50	71	(21)	50	71	(21)
Driver Renewal Revenue	9,200	150	767	(617)	150	767	(617)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	0	13	(13)
Vehicle Permit Revenue	80,900	0	6,742	(6,742)	0	6,742	(6,742)
Total Revenue	253,597	9,685	21,133	(11,448)	9,685	21,133	(11,448)
Expenses:							
Salaries and Wages	104,987	6,967	8,749	1,782	6,967	8,749	1,782
Fringe Benefits	69,092	4,078	5,758	1,680	4,078	5,758	1,680
Services	48,500	2,861	4,042	1,181	2,861	4,042	1,181
Supplies and Materials	5,003	116	417	301	116	417	301
Utilities	4,258	355	355	0	355	355	0
Casualty and Liability	12,112	1,009	1,009	0	1,009	1,009	0
Taxes and Fees	20	1	2	1	1	2	1
Miscellaneous	9,625	64	802	738	64	802	738
Total Expenses	253,597	15,450	21,133	5,683	15,450	21,133	5,683
Total Operating Surplus (Deficit)	\$ -	\$ (5,765)			\$ (5,765)		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues are heavily influenced by seasonal decline during summer months.

Salaries and Wages - Favorable

- Salary & wage expenses are within an acceptable range of the budget.
- Actual amount of allocated salaries was lower than the budgeted amount for the month of July.

Fringe Benefits - Favorable

- Fringe benefit expenses are within an acceptable range of the budget.

Services - Favorable

- July legal services lower than projected monthly estimates.

Supplies and Materials - Favorable

- Supplies and materials expenses are within an acceptable range of the budget.

Utilities-Favorable

- Utilities 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

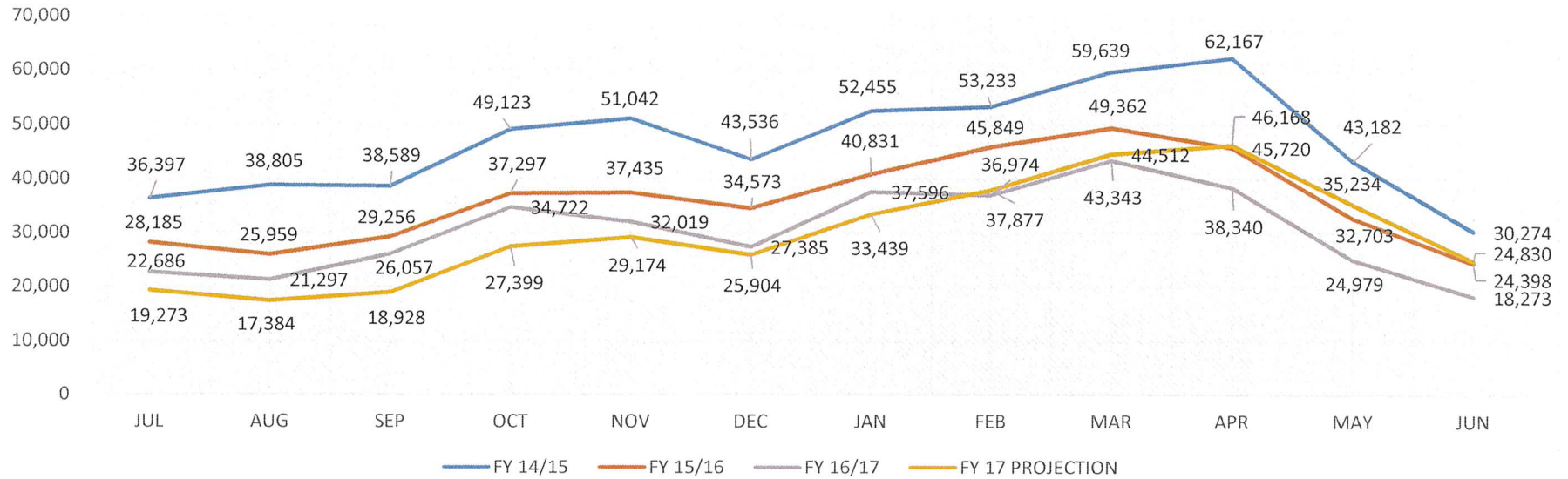
- Taxes and Fees are within an acceptable range of the budget.

Miscellaneous - Favorable

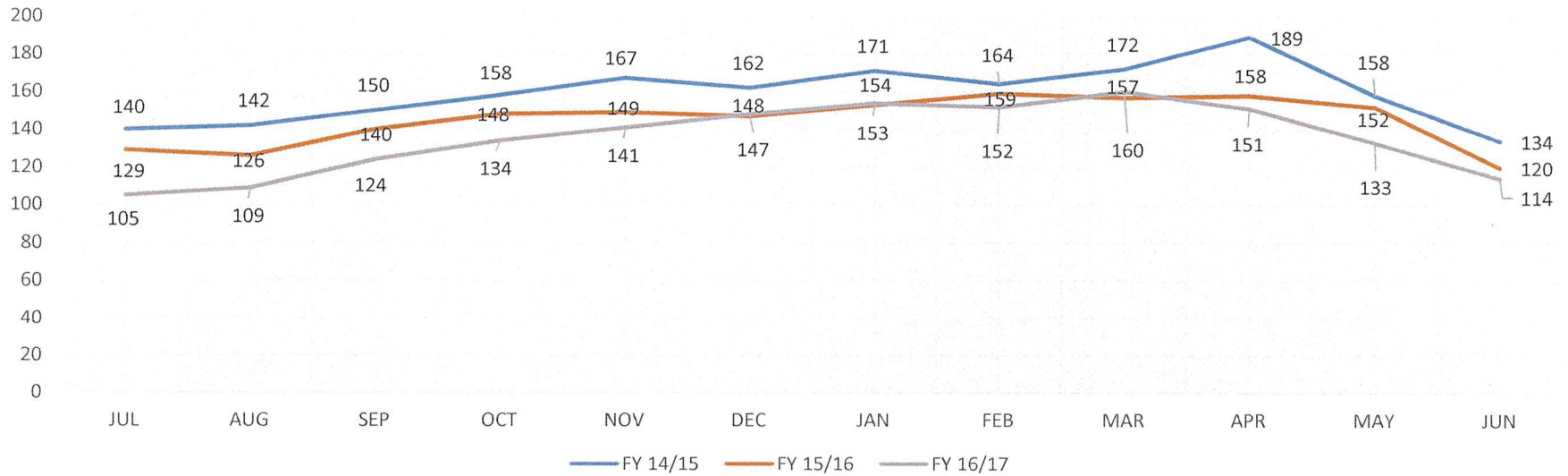
- Miscellaneous expenses are within an acceptable range of the budget.

JUNE 2017

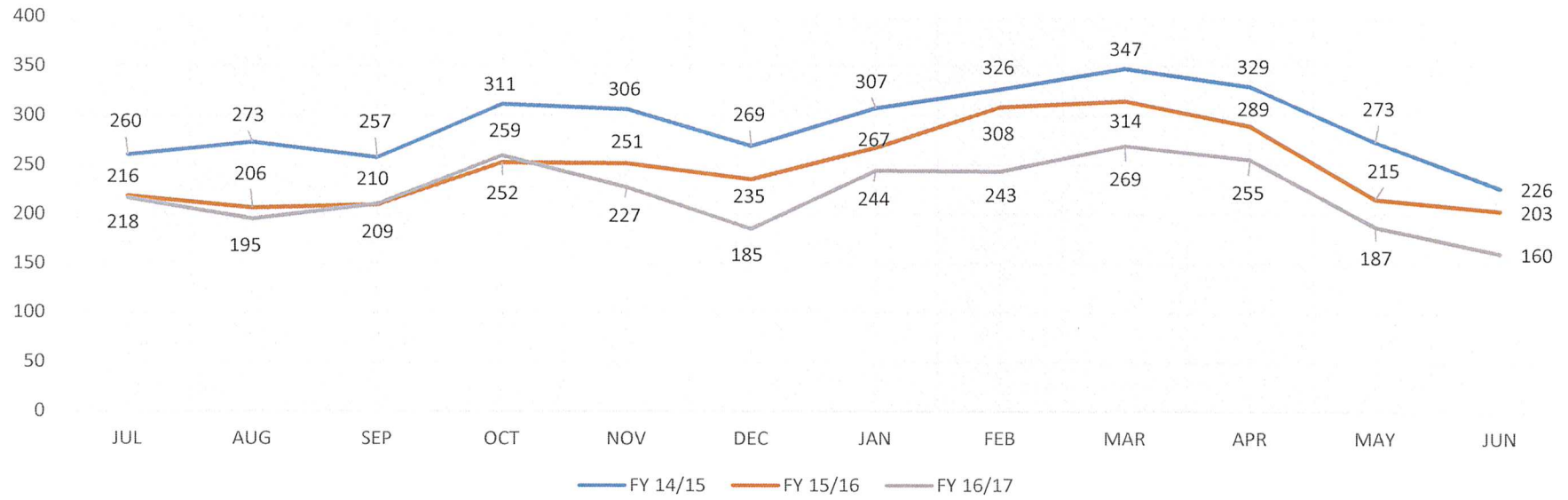
OF TAXI TRIPS



OF CABS PROVIDING TRIPS

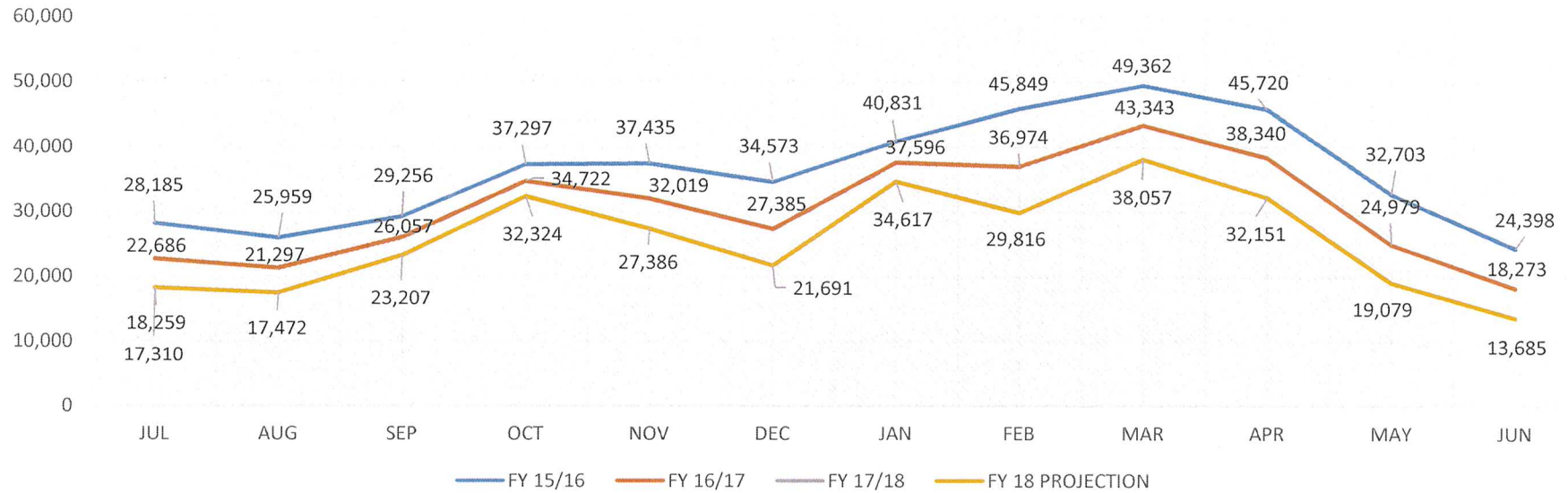


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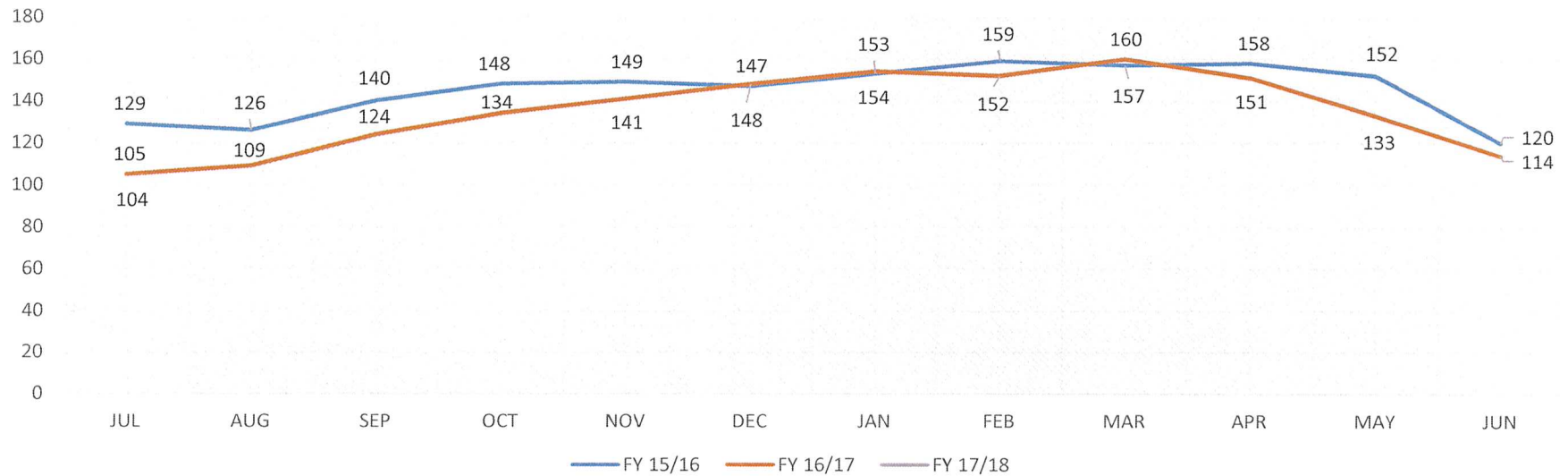


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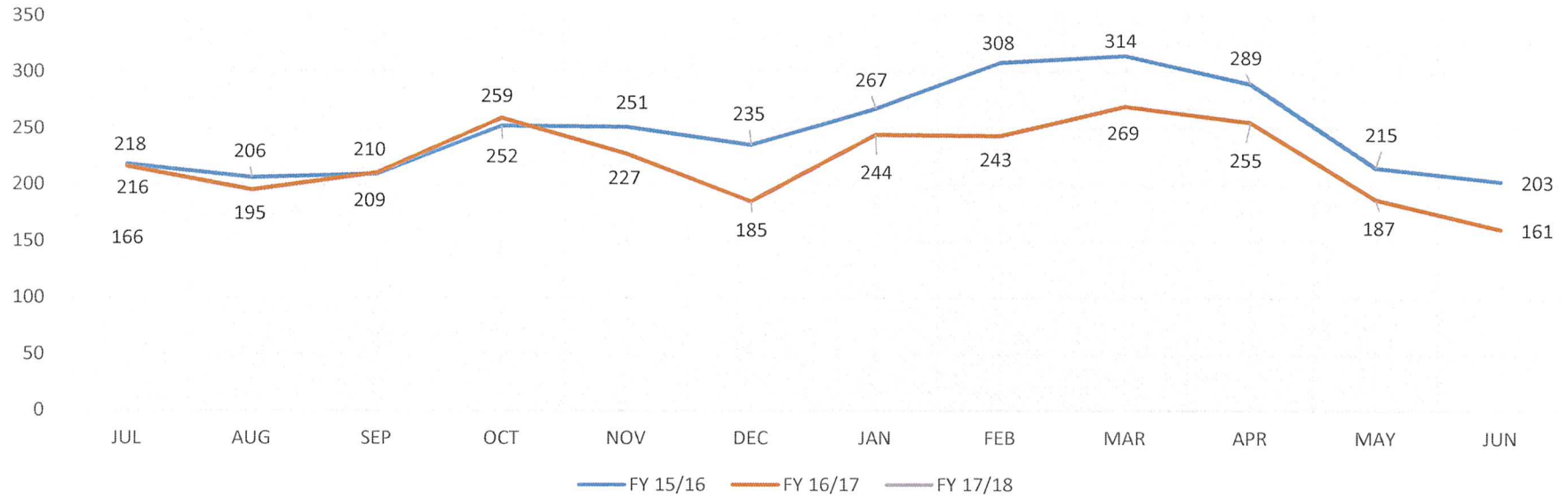
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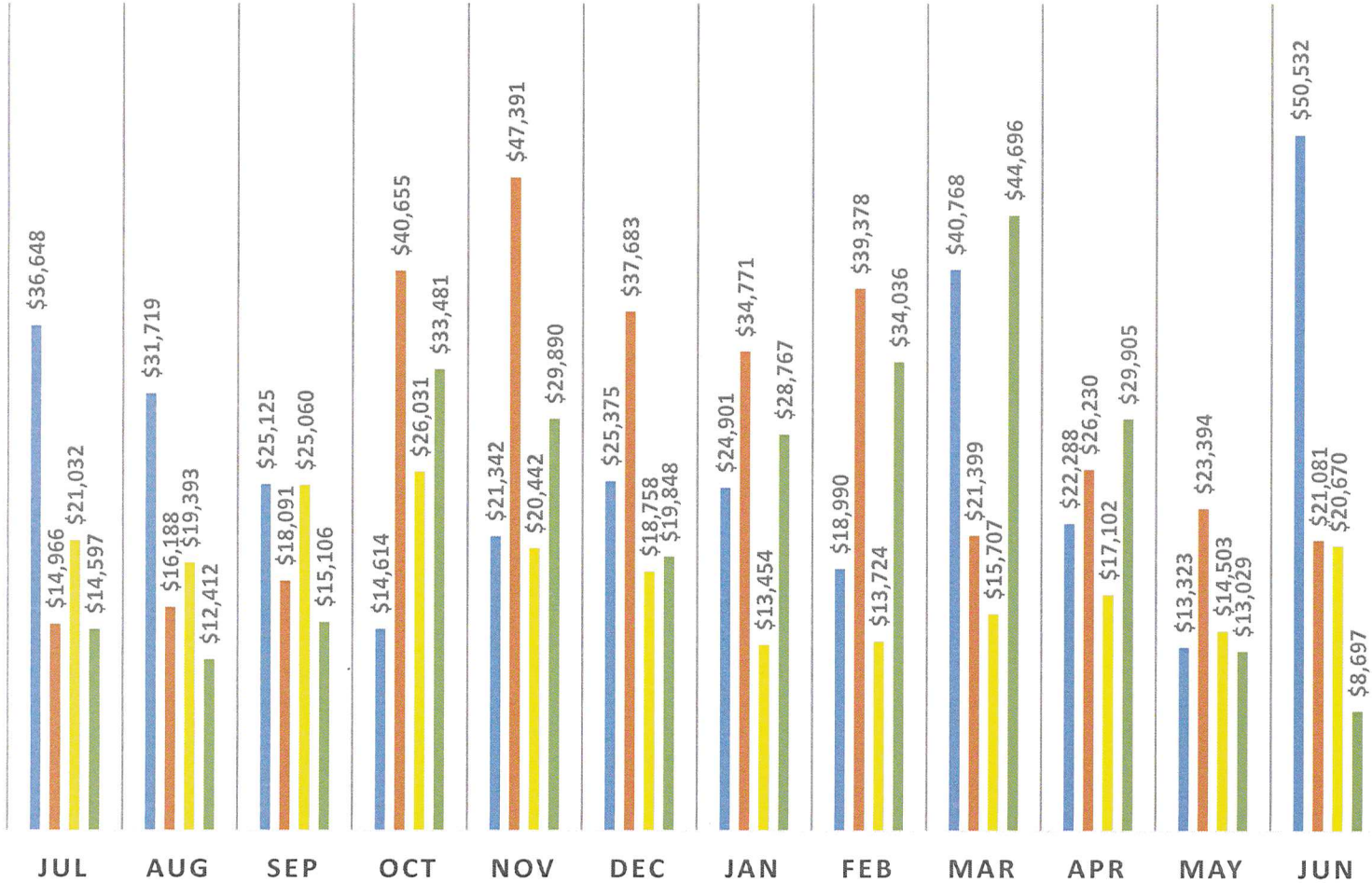


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TAXI EXPENSE VS. REVENUE AND VARIANCE JUNE 2017

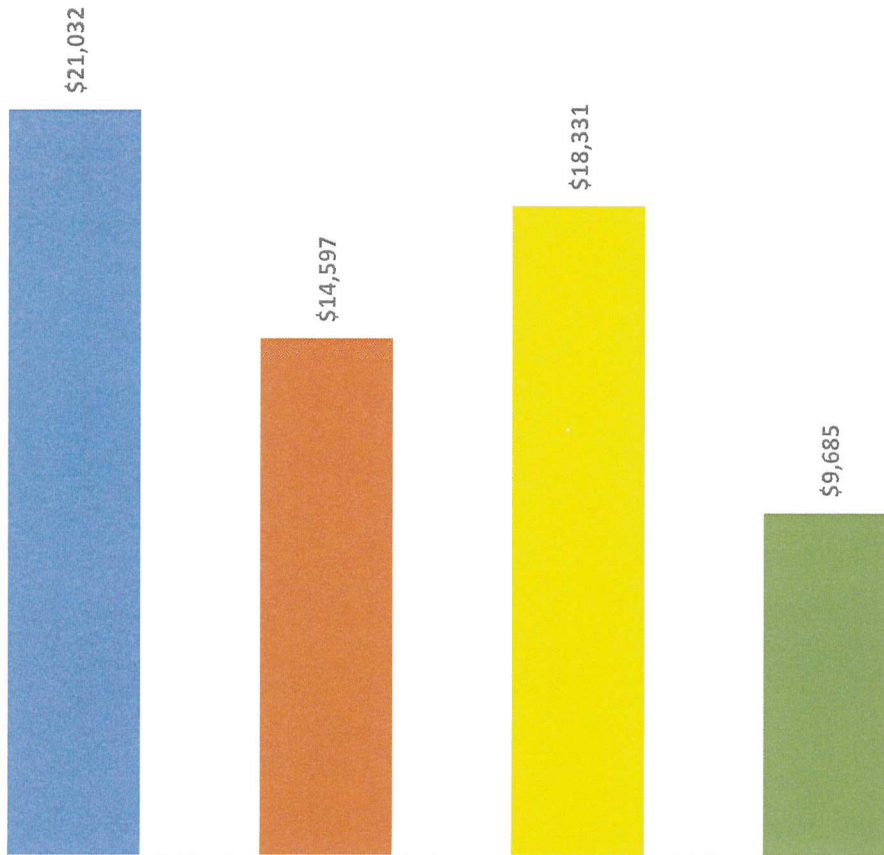
■ Expense 16 ■ Revenue 16 ■ Expense 17 ■ Revenue 17



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.

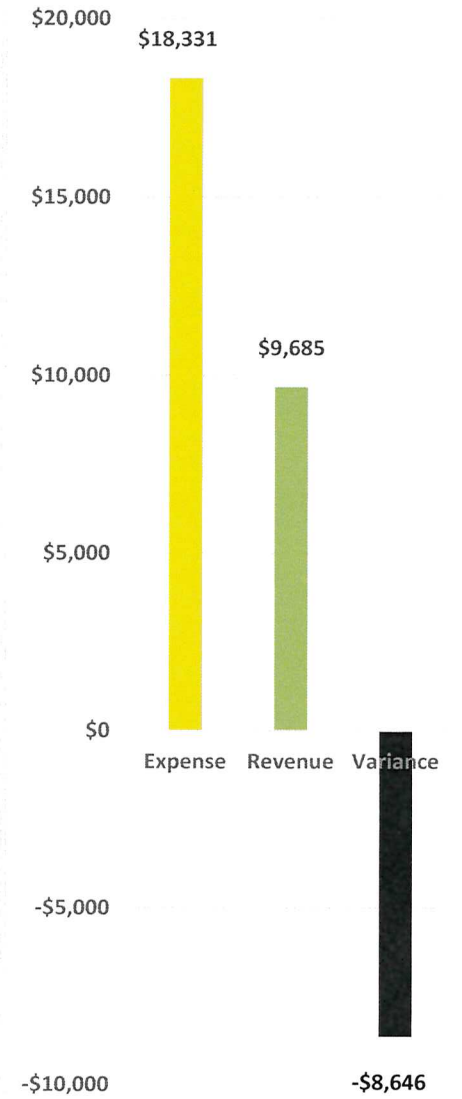
TAXI EXPENSE VS. REVENUE AND VARIANCE JULY 2017

■ Expense 16 ■ Revenue 16 ■ Expense 17 ■ Revenue 17



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FY 18 YTD



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
July 26, 2017

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, July 26, 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
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Greg Pettis, SunLine Agency Board Member, City of Cathedral City
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
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella
V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent

Ginny Foat, SunLine Agency Board Member City of Palm Springs

4. **Finalization of Agenda**

5. **Presentations**

None

6. **Public Comments**

Duncan McLeod from Desert City Cab stated that he has come before this board before but he recently found out from Senator Stone that a letter was sent to SunLine saying that SunLine can dictate drug testing for TNC's such as Uber and Lyft drivers.

Duncan McLeod from Desert City Cab stated transportation companies need drug testing. He said he will return to discuss further. He thanked the board for their time.

SunLine Agency Board Member Betts stated that this is going to be a bigger deal than we can deal with here and now. He stated that there is a Taxi Committee that

meets separately and at their discretion they can take up some of these issues and come back with any recommendations that think the full board would want to do. He asked the Taxi Committee to dig into this further and start that process.

Duncan McLeod stated that he was starting the ball rolling saying that you folks can do something now and it's just not the state.

Lauren Skiver, CEO/General Manager took an action for SunLine staff to provide the Board Members and their City with the process and action taken from City of Palm Springs; under what criteria they regulated this issue with the Palm Springs Airport. Board Member Betts stated he would suggest the Taxi Committee take action on this issue if they think there is something to pursue further.

7. Board Member Comments

SunLine Agency Board Member Peabody stated that the Taxi Commission should look at what regulations keep the taxi companies from competing on an equal basis against Uber; we might request for the Taxi Commission to take a lead on that.

SunLine Agency Board Member Hobart suggested to put on the calendar for the Taxi Committee to put something on the ordinance from Palm Springs and suggestions of how we can deal with what the PUC's not doing and what openings do we have to establish criteria for Uber and Lyft and others.

8. Consent Calendar

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

SunLine Agency Board Member Pettis moved to approve the Consent Calendar. SunLine Agency Board Member Radi seconded the motion. The motion was approved by a unanimous vote of 9 yes; 0 no;

9. Approval of Minutes

SunLine Agency Board Member Kelly moved to approve the minutes of the June 28, 2017 Board Meeting. The motion was seconded by SunLine Agency Board Member Hobart. The motion carried by a vote of 6 yes; 0 no; 3 abstain

10. Next Meeting Date

September 27, 2017

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

11. Adjourn

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

Respectfully Submitted,

Diane Beebe
Clerk of the Board