



SunLine Services Group
May 23, 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. APPROVAL OF MINUTES –
APRIL 25, 2018 BOARD MEETING | APPROVE
(PAGE 3-4) |
| 7. 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.

ITEM

RECOMMENDATION

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. 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.

9a) Checks \$1,000 and Over Report for March 2018

(PAGE 5-6)

9b) Monthly Budget Variance Report for March 2018

(PAGE 7-9)

9c) Taxi Vehicle/Rides Analysis April 2018

(PAGE 10-11)

9d) Metric (Taxi Expense vs Taxi Revenue) March 2018

(PAGE 12-13)

**10. APPROVE RESOLUTION NO. 085 TEMPORARILY
SUSPENDING THE ENFORCEMENT OF THE AGE
LIMIT FOR VEHICLES USED IN TAXICAB
TRANSPORTATION SERVICES**

ACTION
(PAGE 14-17)

(Robert Radi, Chair of Taxi Committee;
Staff: Peter Gregor, Taxi Administrator)

**11. SUNLINE REGULATORY ADMINISTRATION DRAFT
FY19 BUDGET**

DISCUSSION
(PAGE 18-30)

(Robert Radi, Chair of Taxi Committee;
Staff: Jeanette Juarez, Budget Manager/Financial Analyst)

12. GENERAL COUNSEL

13. NEXT MEETING DATE

June 20, 2018
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

14. ADJOURN

MINUTES

SunLine Services Group Board of Directors Meeting April 25, 2018

A regular meeting of the SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, April 25, 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 Peña 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
Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City
John Peña, SunLine Agency Board Member (Alternate), City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lisa Middleton, SunLine Agency Board Member City of Palm Springs
Ted Weill, SunLine Agency Board Member (Alternate), City of Rancho Mirage

Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

4. PRESENTATIONS

A presentation was made to the Board by Peter Gregor, Taxi Administrator.

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES – MARCH 28, 2018 BOARD MEETING

SunLine Services Group Vice-Chair Strange moved to approve the minutes of the March 28, 2018 Board meeting. The motion was seconded by SunLine Services Group Board Member Kelly. The motion was approved by a vote of 7 yes; 0 no; 2 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

- a) Checks \$1,000 and Over Report for February 2018
- b) Monthly Budget Variance Report for February 2018
- c) Taxi Vehicle/Rides Analysis March 2018
- d) Metric (Taxi Expense vs Taxi Revenue) February 2018

SunLine Services Group Vice-Chair Strange moved to approve the consent calendar. The motion was seconded by SunLine Services Group Board Member Kelly. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; 1 abstain

11. NEXT REGULAR BOARD MEETING DATE

Wednesday, May 23, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

12. MEETING ADJOURNMENT

The meeting was adjourned at 12:38 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Services Group
CONSENT CALENDAR

DATE: May 23, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for March 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 March, 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 payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
For the month of March 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 Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/09/18	90485	03/09/2018	4,834.04
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/23/18	90494	03/30/2018	4,678.04
SUNLINE TRANSIT AGENCY	Mar 2018 Overhead Allocations	90489	03/16/2018	2,371.67
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Feb 2018	90487	03/16/2018	1,320.00
Total Checks Over \$1,000	\$13,203.75			
Total Checks Under \$1,000	\$1,377.26			
Total Checks	\$14,581.01			

SunLine Services Group
CONSENT CALENDAR

DATE: May 23, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for March 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 March 21, 2018, the organization's revenues are \$8,226 under budget or 4.3% below the YTD budget. Expenditures are \$12,575 under budget or 6.6% below the YTD budget.
- The net operating gain (loss) after expenses is \$4,349.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
March 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	15,378	13,041	2,336	110,241	117,373	(7,132)	29.6%
Revenue Fines	2,000	200	167	33	2,676	1,500	1,176	-33.8%
New Driver Permit Revenue	4,000	540	333	207	6,300	3,000	3,300	-57.5%
Driver Transfer Revenue	850	500	71	429	850	638	213	0.0%
Driver Renewal Revenue	9,200	0	767	(767)	5,250	6,900	(1,650)	42.9%
Driver Permit Reinstatement/Replacement	150	0	13	(13)	15	113	(98)	90.0%
Vehicle Permit Revenue	80,900	18,675	6,742	11,933	56,625	60,675	(4,050)	30.0%
Other Revenue	-	0	0	0	15	0	15	-100.0%
Total Revenue	253,597	35,293	21,133	(14,159)	181,972	190,198	(8,226)	28.2%
Expenses:								
Salaries and Wages	104,987	11,712	8,749	(2,964)	87,220	78,740	(8,480)	16.9%
Fringe Benefits	69,092	4,328	5,758	1,430	46,615	51,819	5,204	32.5%
Services	48,300	569	4,025	3,456	24,979	36,225	11,246	48.3%
Supplies and Materials	5,203	844	434	(410)	3,425	3,902	477	34.2%
Utilities	4,258	355	355	0	3,193	3,194	0	25.0%
Casualty and Liability	12,112	1,009	1,009	0	9,084	9,084	0	25.0%
Taxes and Fees	20	252	2	(250)	267	15	(252)	-1234.1%
Miscellaneous	9,625	471	802	331	2,839	7,219	4,380	70.5%
Total Expenses	253,597	19,540	21,133	1,593	177,623	190,198	12,575	30.0%
Total Operating Surplus (Deficit)	\$ -	\$ 15,752			\$ 4,349			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- Taxi revenues are heavily influenced by the seasonal decline during the summer months. The surplus in the peak months will help decrease the unfavorable balance. As of YTD fiscal year 2018 there is a decrease of 61,957 Taxi Trips compared to the YTD fiscal year 2017.

Taxi Trips				
	FY17-Mar	FY18-Mar	Variance	%Δ
Trips	43,343	30,753	(12,590)	-29.0%

Taxi Trips				
	YTD-FY17	YTD-FY18	Variance	%Δ
Trips	282,079	220,122	(61,957)	-22.0%

- Vehicle permit revenue has an unfavorable variance due to a decrease in permitted taxi cabs. In the fiscal year 2017 there were 150 permitted taxicabs. In the fiscal year 2018 there are 123 permitted taxi cabs. In FY 18 the franchises have not been putting as many vehicles on the road due to reduced demand and difficulty obtaining drivers.

Salaries and Wages - Unfavorable

- Allocated salary expenses have been higher October through March 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.

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 - Unfavorable

- The unfavorable variance is attributed to the California User Fuel Tax. The tax was determined after an audit of usage from 01/01/14 to 12/31/16. A \$249.19 payment was made to the state board of equalization.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses not yet incurred, and lower bank adjustment fees.

SunLine Services Group**CONSENT CALENDAR**

DATE: May 23, 2018

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Vehicle/Rides Analysis April 2018

Summary:

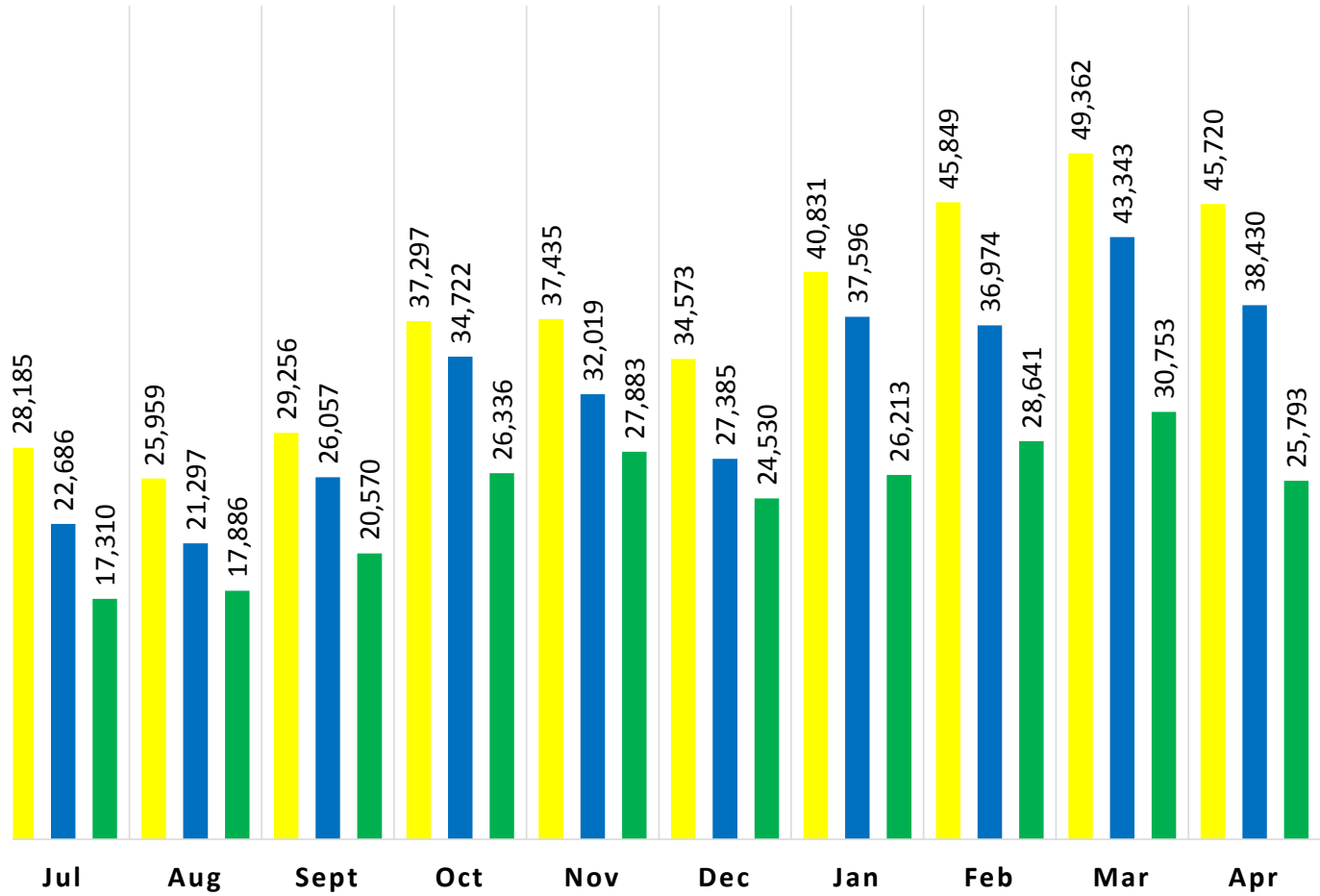
The attached report summarizes the total number of taxi trips generated in the Coachella Valley for each month of the current fiscal year. A second graph shows the total taxi trips for the current fiscal year compared to the two previous fiscal years. The graph illustrates a steady decline in taxi demand. Taxi trips in April 2018 decreased from March by 4,960 trips. Taxi demand is expected to decrease during the upcoming off-season months.

Recommendation:

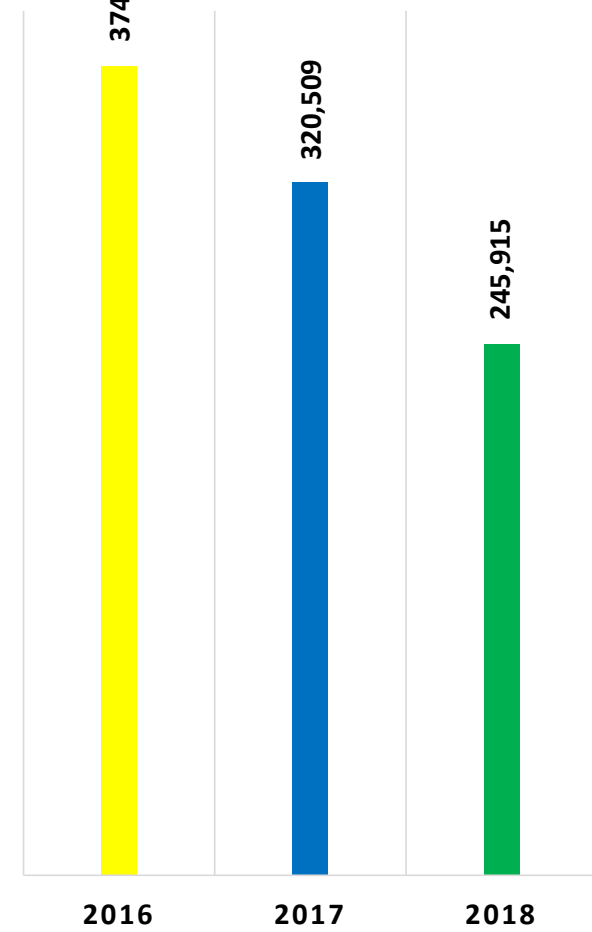
Receive and file.

Number of Taxi Trips - April 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.

SunLine Services Group
CONSENT CALENDAR

DATE: May 23, 2018 **RECEIVE & FILE**

TO: Taxi Committee
Board of Directors

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

Summary:

The graph displays revenue and expenses for the current month and two previous months. Revenues are generated by surcharge fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

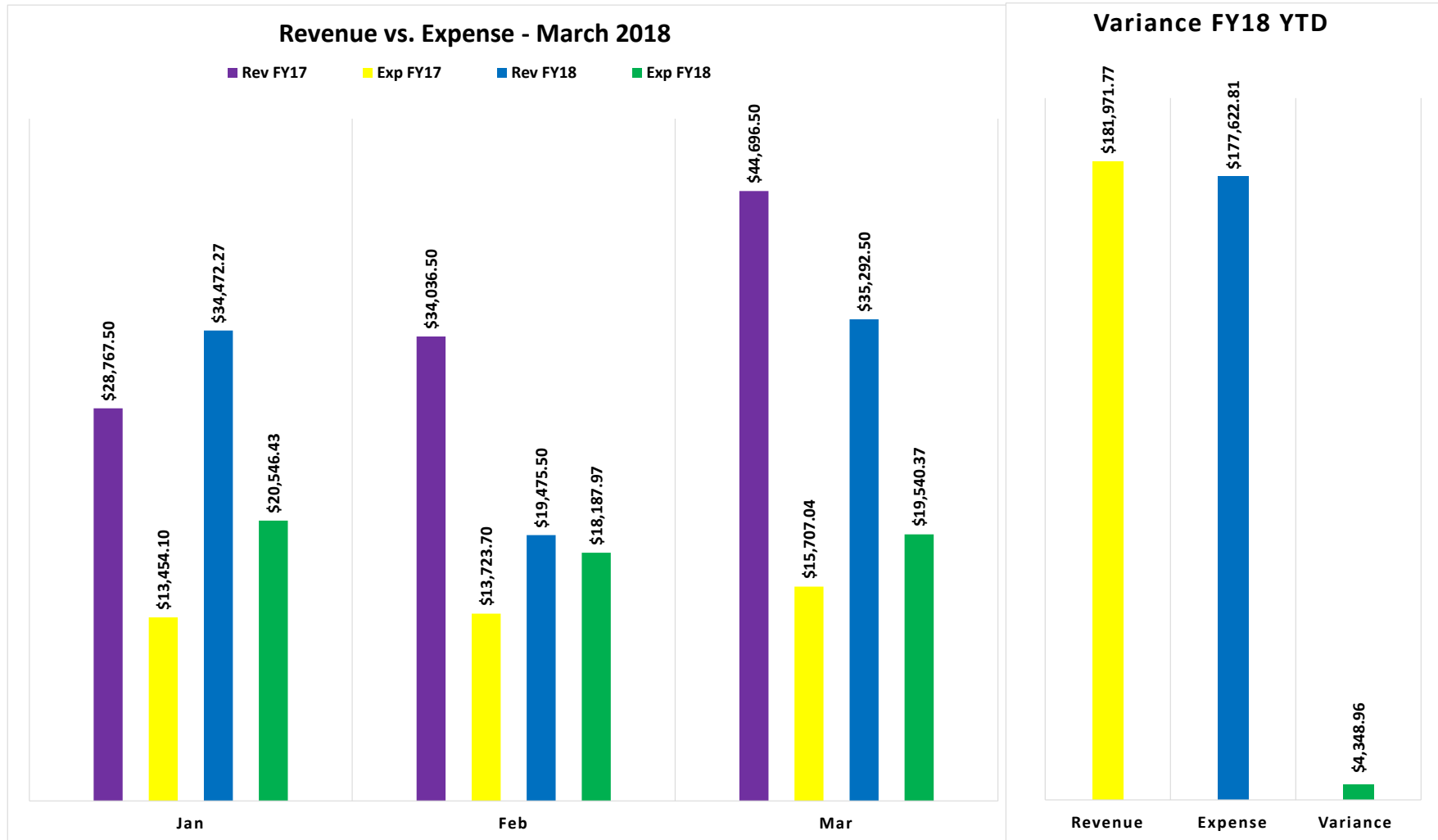
Variance graph displays the total variance between revenue and expense occurring to date for the current fiscal year.

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. The current positive variance of \$4,348.96 is expected to diminish over the upcoming off-season months.

Revenue for the month of March 2018 was \$15,752.13 greater than expenses.

Recommendation:

Receive and file.



Measuring the health of the FY18 SRA budget by monitoring expenses and revenue

SunLine Services Group

DATE: May 23, 2018 **ACTION**

TO: Board of Directors

FROM: Peter Gregor, Taxi Administrator

RE: Approve [Resolution No. 085 Temporarily Suspending the Enforcement of the Age Limit for Vehicles Used in Taxicab Transportation Services](#)

Recommendation

Recommend that the Board of Directors approve Resolution No. 085, temporarily suspending enforcement of Taxi Ordinance Section 1.080 C and Taxi Regulation R.9.

Background

Taxi Ordinance Section 1.080 C and Taxi Regulation R.9 set taxicab age limits at 6.5 years for standard vehicles and 8.5 years for alternative fuel and ADA capable vehicles. It is anticipated with the implementation of AB 1069, standards for vehicle age limits will be set at the state level. Enforcement of the age limits by Sunline Regulatory Agency would remove vehicles from service that may be eligible for service once AB 1069 goes into effect. The vehicles in question will be required to pass a vehicle inspection by an ASE certified mechanic. Franchises will still be required to pay vehicle permit fees as specified in the Taxi Ordinance and Taxi Regulations.

Financial Impact

No financial impact.

SUNLINE SERVICES GROUP

RESOLUTION NO. 085

RESOLUTION OF THE BOARD OF DIRECTORS OF SUNLINE SERVICES GROUP TEMPORARILY SUSPENDING THE ENFORCEMENT OF THE AGE LIMIT FOR VEHICLES USED IN TAXICAB TRANSPORTATION SERVICES

WHEREAS, Sunline Services Group (“SSG”) has by ordinance and administrative regulation, placed limitations on the age of vehicles that may be used for taxicab transportation services by its franchisees; and,

WHEREAS, SSG Ordinance section 1.080.B.2 limits vehicles to six (6) model years plus six (6) months, unless the vehicle is an alternative fueled vehicle in which case the limitation is eight (8) years and six (6) months (“Ordinance Vehicle Age Limitation”); and,

WHEREAS, the SunLine Regulatory Administration (“SRA”) Vehicle Safety Inspection Standards Regulation “R.9” limits vehicles to six (6) model years plus six (6) months, unless the vehicle is an alternative fueled vehicle or a wheelchair-accessible vehicle in which case the limitation is eight (8) years and six (6) months (“Regulation Vehicle Age Limitation”); and,

WHEREAS, competition from Transportation Network Companies and the unknown market and regulatory implications for Assembly Bill 1069, due to be implemented in 2019, necessitate that SSG provide temporary relief for the taxicab transportation services providers.

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

1. Enforcement of the Ordinance and Regulation Vehicle Age Limitations described above shall be temporarily suspended pending SSG’s development of a new taxicab ordinance and regulations consistent with AB 1069. During the period of suspension, franchised taxicab transportation service providers shall be permitted to utilize vehicles that exceed the stated age limitations, provided such vehicles are safe, meet California Vehicle Code requirements, and are properly maintained.

2. The Board of Directors reserves the right to repeal or modify this temporary suspension or to otherwise reinstate the existing Vehicle Age Limitations at such time as the Board in its own discretion determines is in the best interest of SSG, persons using taxicab transportation services, or the public in general.

ADOPTED THIS ____ DAY OF May, 2018

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

Russell Betts
Chairman of the Board
SunLine Services Group

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 Services Group, 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 Services Group

SunLine Services Group

DATE: May 23, 2018 **DISCUSSION**

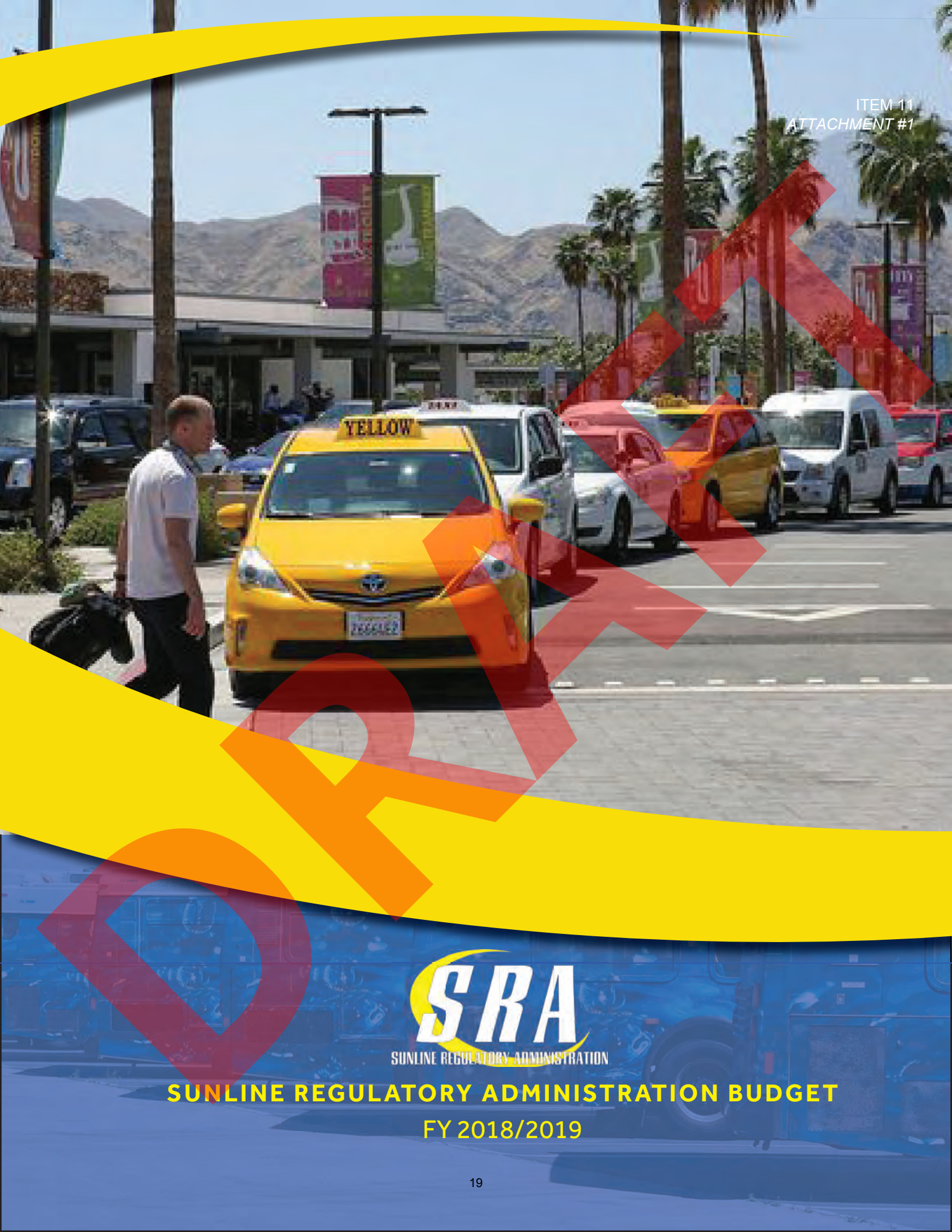
TO: Taxi Committee
Board of Directors

FROM: Jeanette Juarez, Budget Manager/Financial Analyst

RE: [SunLine Regulatory Administration Draft FY19 Budget](#)

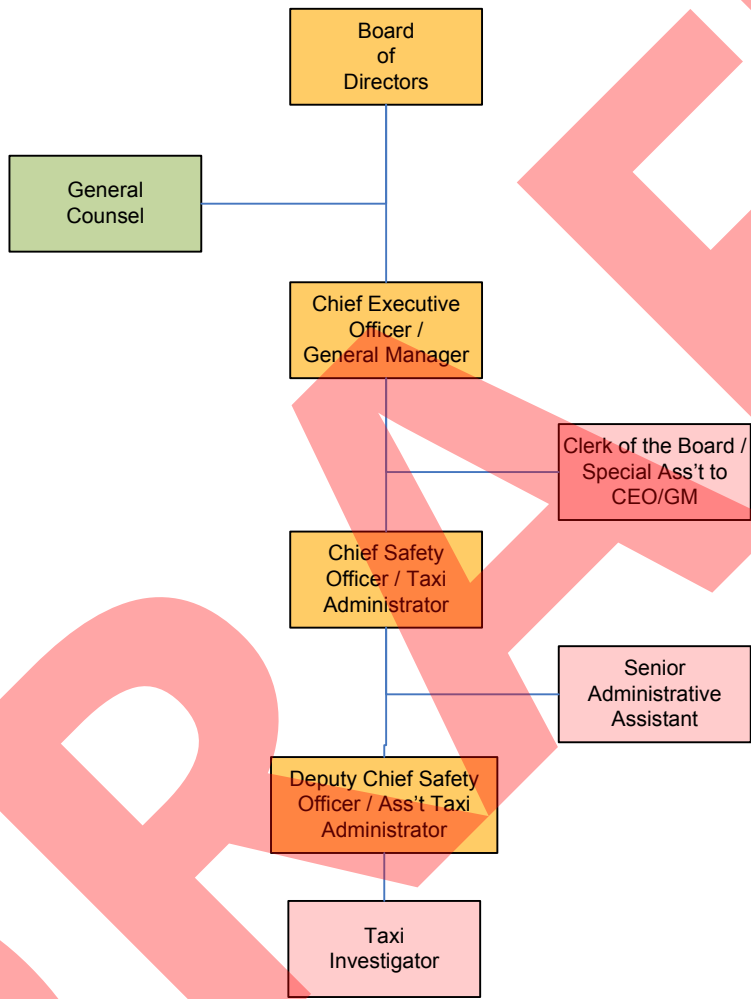
Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY19 SSG budget for discussion in preparation for approval at the upcoming June Board meeting. By beginning the process now, the Taxi Committee will have the ability to either move forward with this budget for approval at the June 27th meeting or hold special committee meetings during the upcoming weeks to continue discussion and allow for any modifications.



SUNLINE REGULATORY ADMINISTRATION

SUNLINE REGULATORY ADMINISTRATION BUDGET
FY 2018/2019





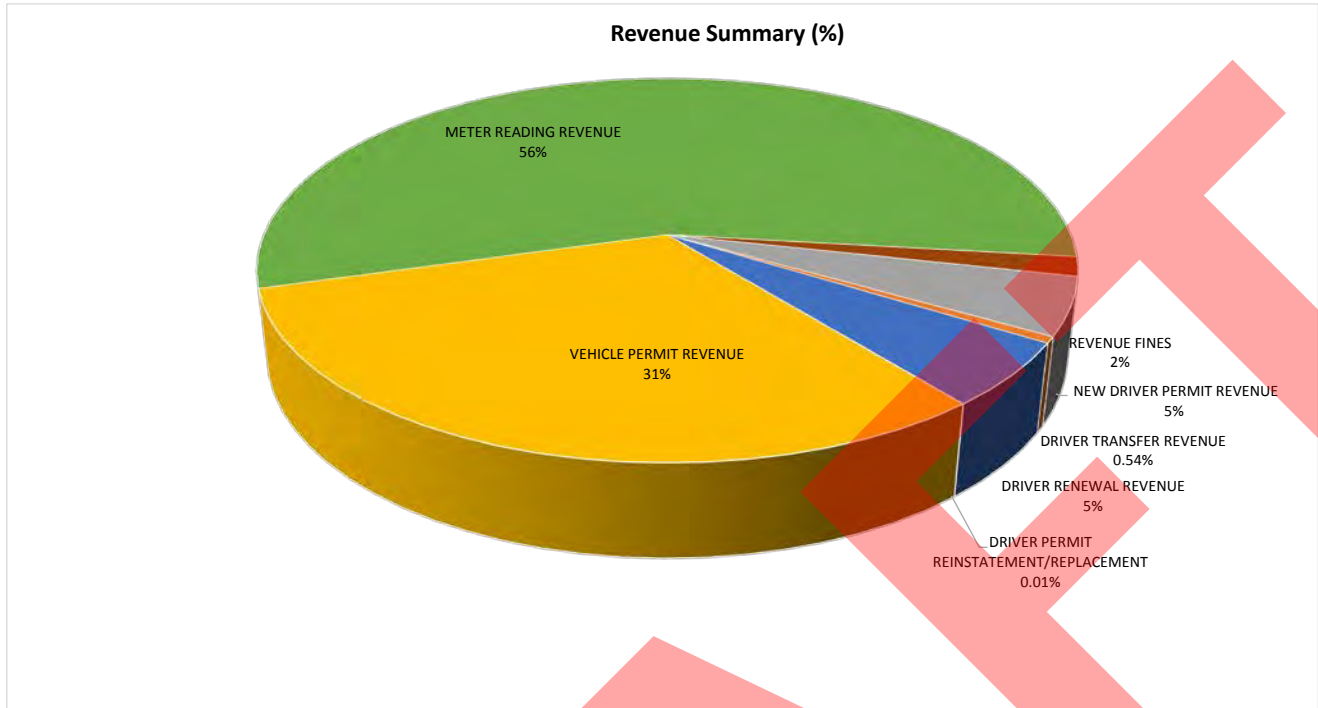
FUNCTIONS & RESPONSIBILITIES

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 19 GOALS & OBJECTIVES

- Amend Taxi Ordinance 2016 to increase safety for passengers and provide franchises opportunities to lower costs
- Explore possibilities of enforcing regulations regarding TNC's
- Reduce contingency funds to comply with Board approved amounts
- Lower costs for new and renewing taxi drivers

REVENUE SUMMARY



Sources of Funding (Operating)	FY 18 Approved Budget	FY 18 Estimates	FY 18 Variance	FY 19 Proposed Budget	FY 19 Variance
4010101100 METER READING REVENUE	156,497	146,987	(9,510)	104,674	(51,823)
4010101200 REVENUE FINES	2,000	3,568	1,568	3,000	1,000
4010101300 VEHICLE INSPECTION REVENUE	-	-	-	-	-
4010101400 VEHICLE REINSPECTION REVENUE	-	-	-	-	-
4010101500 NEW DRIVER PERMIT REVENUE	4,000	8,400	4,400	9,000	5,000
4010101600 DRIVER TRANSFER REVENUE	850	1,457	607	1,000	150
4010101700 DRIVER RENEWAL REVENUE	9,200	7,000	(2,200)	10,000	800
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	150	26	(124)	25	(125)
4010101900 VEHICLE PERMIT REVENUE	80,900	56,625	(24,275)	58,242	(22,658)
4010102200 OTHER REVENUE	-	30	30	-	-
Total Revenue	253,597	224,094	(29,503)	185,941	(67,656)

Notes:

- The FY 18 variance reflects the difference between FY 18 estimated actuals and FY 18 approved budget. The FY 19 variance indicates the difference between FY 19 proposed budget and FY 18 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 2019 used in the calculation of the proposed budget.

Fees	FY 18 Approved Fees	FY 19 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 16 Actuals	FY 17 Actuals	FY 18 Estimated Actuals	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201600 ADMIN SALARIES	120,573	108,789	73,132	69,158	75,099	5,941
5010201610 ADMIN SALARIES-OT	-	1,313	-	1,250	-	(1,250)
5010700000 ALLOCATED SALARIES	16,790	4,085	43,161	34,579	37,456	2,877
5029999999 TOTAL FRINGE BENEFITS	135,292	52,395	61,610	69,092	70,138	1,046
5030103240 BACKGROUND CHECK SERVICES	2,353	4,070	4,051	4,500	4,500	-
5030300005 LEGAL SERVICES - GENERAL	-	3,482	16,435	28,500	78,500	50,000
5030300010 COMPUTER/NETWORK SUPPORT	-	-	-	-	-	-
5030300015 COMPUTER SUPPLIES	-	-	-	2,000	-	(2,000)
5030303240 OTHER PROFESSIONAL SERVICES	4,550	-	-	-	-	-
5030303310 AUDIT SERVICES - EXTERNAL	-	-	6,708	10,000	10,000	-
5030400000 TEMPORARY HELP SERVICES	-	25,817	4,368	-	-	-
5030500000 MAINTENANCE CONTRACTS	755	336	331	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	314	59	100	1,000	1,000	-
5039903800 OTHER SERVICES	650	675	567	1,500	1,000	(500)
5040101000 FUEL-CNG	608	638	595	1,000	1,000	-
5040404300 OFFICE SUPPLIES	2,655	1,691	3,041	2,200	2,200	-
5049900002 POSTAGE	994	283	300	300	300	-
5049900026 FACILITY MAINTENANCE	-	432	519	519	519	-
5049900032 REPAIR PARTS- TAXI VEHICLES	4,467	470	507	984	1,000	16
5050200001 UTILITIES	-	4,325	3,981	3,981	3,721	(260)
5050200003 TRASH PICK-UP	994	259	277	277	295	18
5050200006 COMMUNICATIONS	2,982	2,000	-	-	800	800
5060100000 INSURANCE-PHYSICAL DAMAGE	-	399	400	400	239	(161)
5060300000 INSURANCE-GENERAL LIABILITY	3,148	2,570	2,487	2,487	4,028	1,541
5060401000 INSURANCE PREMIUM WC	166	8,877	9,225	9,225	13,507	4,282
5079900000 FUEL TAXES	8	8	356	20	20	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	724	724	1,380	725	790	65
5090200000 TRAVEL AND TRAINING	-	-	2,279	5,000	5,000	-
5090200001 DRIVER TRAINING/EVENTS	-	-	-	-	-	-
5090200002 MILEAGE REIMBURSEMENT	-	-	-	100	100	-
5090801000 BANK SERVICE FEES	-	-	968	3,000	1,000	(2,000)
5099900001 STAFF DEVELOPMENT	2,418	-	796	800	800	-
5099905990 MISCELLANEOUS EXPENSE	3,071	1,980	-	-	-	-
Total Expenses	303,513	225,677	237,573	253,597	314,012	60,415

Notes

- Added Bank Services and Fees account to replace
- Allocated overhead distributed across corresponding expense accounts per auditor recommendation.

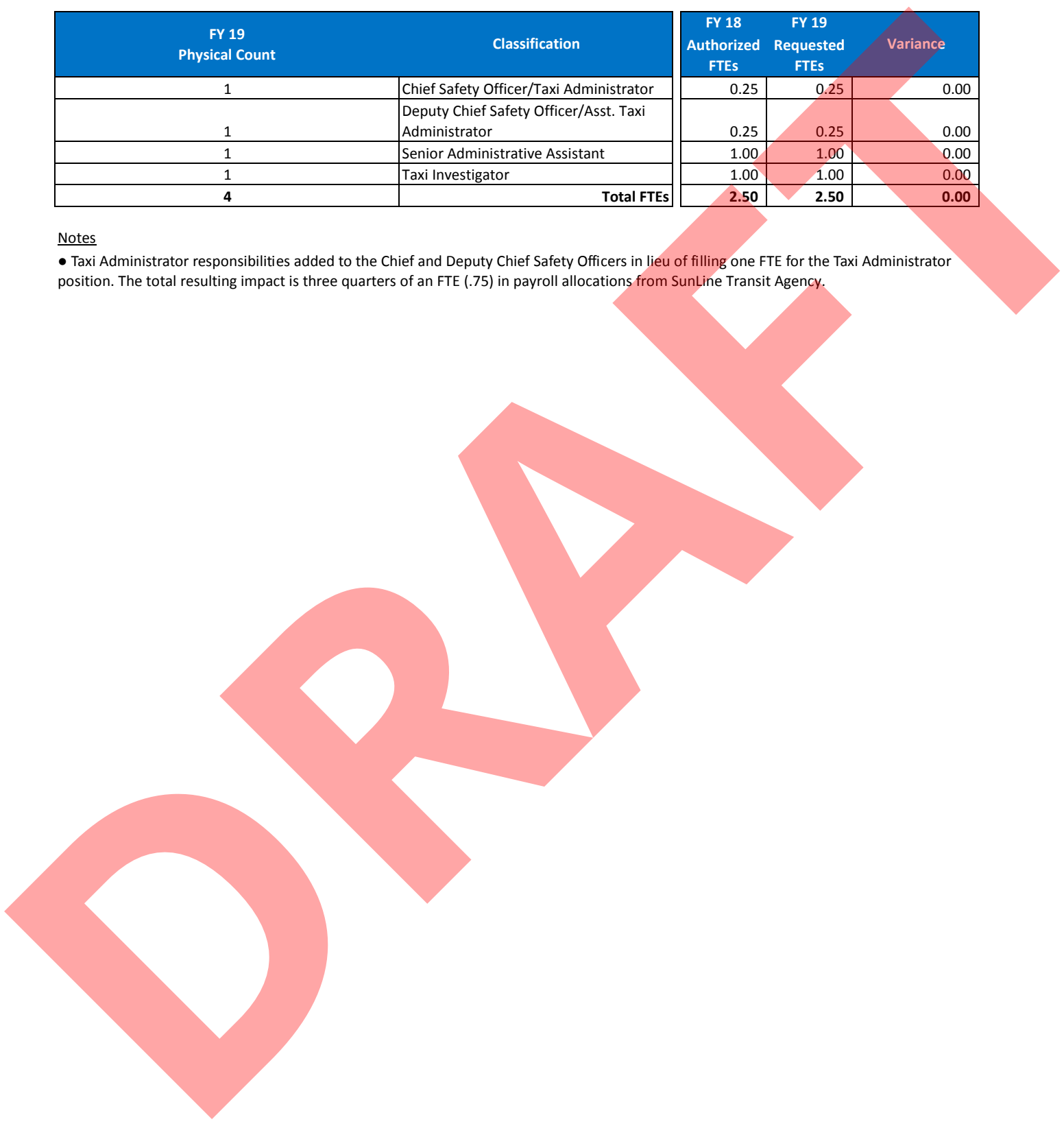
SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Chief Safety Officer/Taxi Administrator	0.25	0.25	0.00
1	Deputy Chief Safety Officer/Asst. Taxi Administrator	0.25	0.25	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Taxi Investigator	1.00	1.00	0.00
4	Total FTEs	2.50	2.50	0.00

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 three quarters of an FTE (.75) in payroll allocations from SunLine Transit Agency.



SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201600 ADMIN SALARIES	69,158	75,099	5,941
5010201610 ADMIN SALARIES-OT	1,250		(1,250)
5010700000 ALLOCATED SALARIES	34,579	37,456	2,877
5029999999 TOTAL FRINGE BENEFITS	69,092	70,138	1,046
Sub-total	174,079	182,693	8,614
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	4,500	4,500	-
Sub-total	4,500	4,500	-
5030300005 LEGAL SERVICES - GENERAL			
General counsel	28,500	28,500	-
Amend Taxi Ordinance	-	50,000	50,000
Sub-total	28,500	78,500	50,000
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	1,000	1,000	-
Sub-Total	1,000	1,000	-
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	1,000	(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	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 18 Approved Budget	FY 19 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	984	1,000	16
Sub-total	984	1,000	16
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	3,981	3,721	(260)
Sub-total	3,981	3,721	(260)
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	277	295	18
Sub-total	277	295	18
5050200006 COMMUNICATIONS			
Cellular services	-	800	800
Sub-total	-	800	800
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	400	239	(161)
Sub-total	400	239	(161)
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,487	4,028	1,541
Sub-total	2,487	4,028	1,541
5060401000 INSURANCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	9,225	13,507	4,282
Sub-total	9,225	13,507	4,282
5079900000 FUEL TAXES			
Fuel tax expenses	20	20	-
Sub-total	20	20	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
509010000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	725	790	65
Sub-total	725	790	65
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	100	100	-
Sub-total	100	100	-
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	3,000	1,000	(2,000)
Sub-total	3,000	1,000	(2,000)
5099900001 STAFF DEVELOPMENT			
General training for staff	800	800	-
Sub-total	800	800	-
Total Expenses	253,597	314,012	60,415

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FY 2018/2019



SunLine Transit Agency

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