

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, January 24, 2018
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 November 2017 \(Page 1\)](#)
 - b) [SSG/SRA Monthly Budget Variance Reports November 2017\(Page 2-3\)](#)
 - c) [Taxi Vehicle/Rides Analysis December 2017\(Page 4-7\)](#)
 - d) [Metric \(Taxi Expense vs Taxi Revenue\) November 2017\(Page 8\)](#)

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

9. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the December 6, 2017 Board of Directors meeting.(Page 9-12)
10. **Next Meeting Date**
February 28, 2018
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 November 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 Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Operating Expenses July-Sept 2017	90443	11/17/2017	47,024.41
SUNLINE TRANSIT AGENCY	P/R Liabilities 11/3/17 & Sept/Oct 2017 Overhead Allocations	90435	11/06/2017	9,499.53
SUNLINE TRANSIT AGENCY	P/R Liabilities 11/17/17 & Nov 2017 Overhead Allocations	90445	11/20/2017	7,048.40
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Sept 2017	90434	11/06/2017	1,728.00
Total Checks Over \$1,000				\$65,300.34
Total Checks Under \$1,000				\$104.10
Total Checks				\$65,404.44

SunLine Regulatory Agency
Budget Variance Report
November 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	13,942	13,041	900	55,172	65,207	(10,036)
Revenue Fines	2,000	300	167	133	1,970	833	1,137
New Driver Permit Revenue	4,000	630	333	297	3,870	1,667	2,203
Driver Transfer Revenue	850	0	71	(71)	400	354	46
Driver Renewal Revenue	9,200	300	767	(467)	2,450	3,833	(1,383)
Driver Permit Reinstatement/Replacement	150	0	13	(13)	5	63	(58)
Vehicle Permit Revenue	80,900	2,500	6,742	(4,242)	11,325	33,708	(22,383)
Other Revenue	-	0	0	0	15	0	15
Total Revenue	253,597	17,672	21,133	(3,462)	75,207	105,665	(30,459)
Expenses:							
Salaries and Wages	104,987	9,384	8,749	(635)	45,253	43,745	(1,508)
Fringe Benefits	69,092	6,351	5,758	(593)	27,372	28,788	1,417
Services	48,500	5,013	4,042	(971)	12,821	20,208	7,387
Supplies and Materials	5,003	233	417	184	1,140	2,085	945
Utilities	4,258	355	355	0	1,774	1,774	0
Casualty and Liability	12,112	1,009	1,009	(0)	5,047	5,047	0
Taxes and Fees	20	1	2	1	3	8	0
Miscellaneous	9,625	168	802	634	844	4,010	3,167
Total Expenses	253,597	22,513	21,133	(1,380)	94,253	105,665	11,412
Total Operating Surplus (Deficit)	\$ -	\$ (4,841)			\$ (19,047)		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues are heavily influenced by the seasonal decline during the summer months. The surplus in the peak months will decrease the unfavorable balance. As of November there is a decrease of 26,796 Taxi Trips compared to the YTD fiscal year 2017.
- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.

Salaries and Wages - Unfavorable

- Allocated salary expenses have been higher in October and November 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 - Favorable

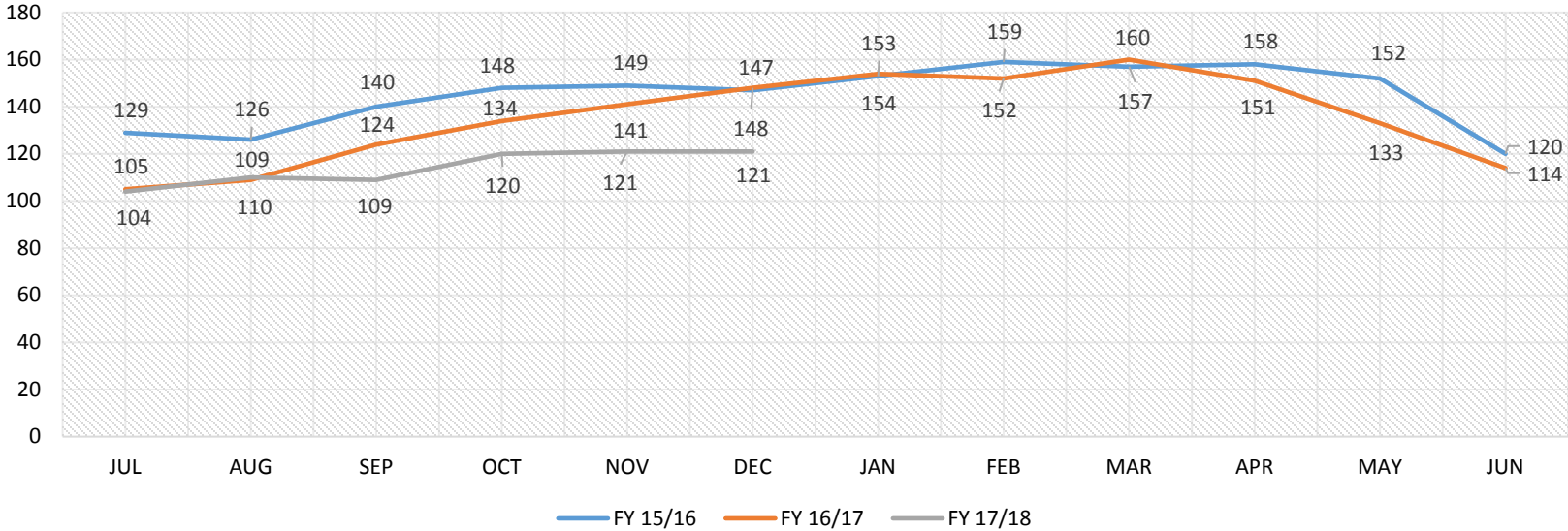
- Taxes and Fees are within an acceptable range of the budget.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses not yet incurred.

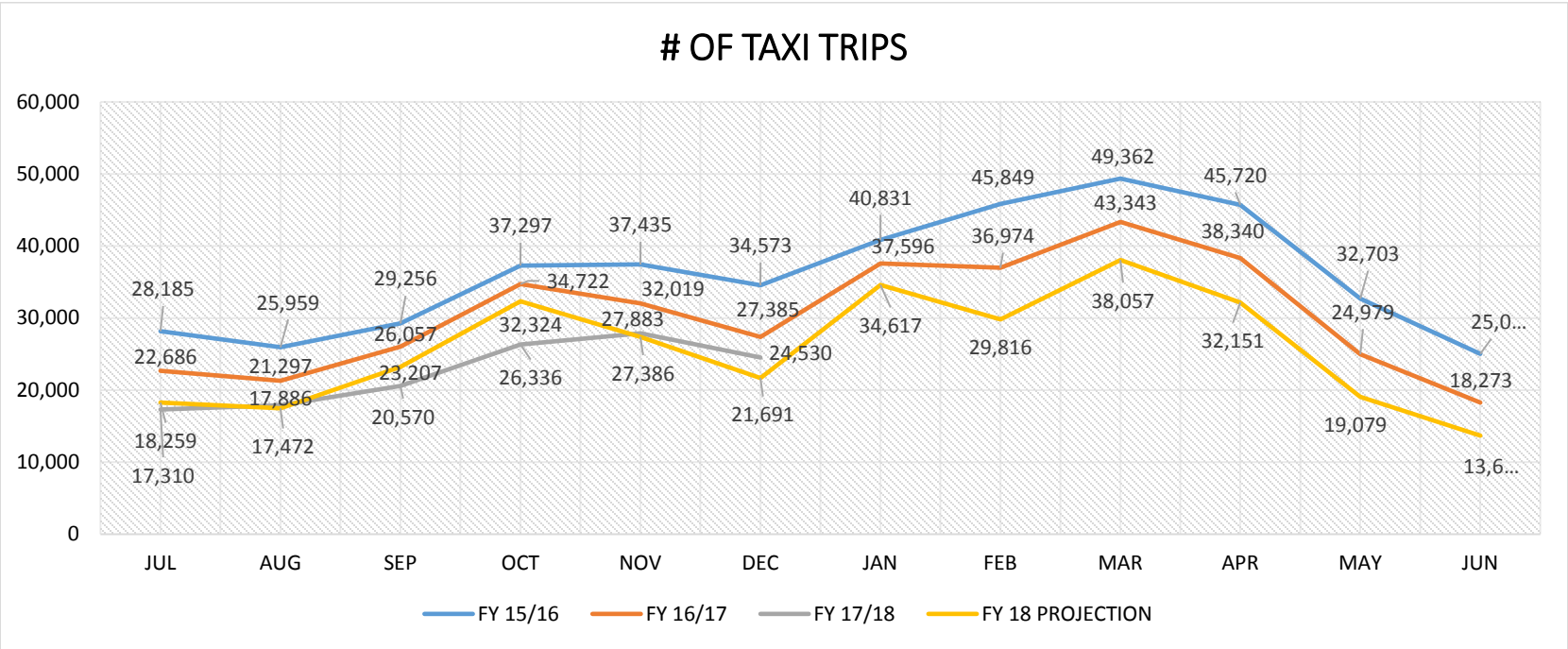
December 2017

OF CABS PROVIDING TRIPS

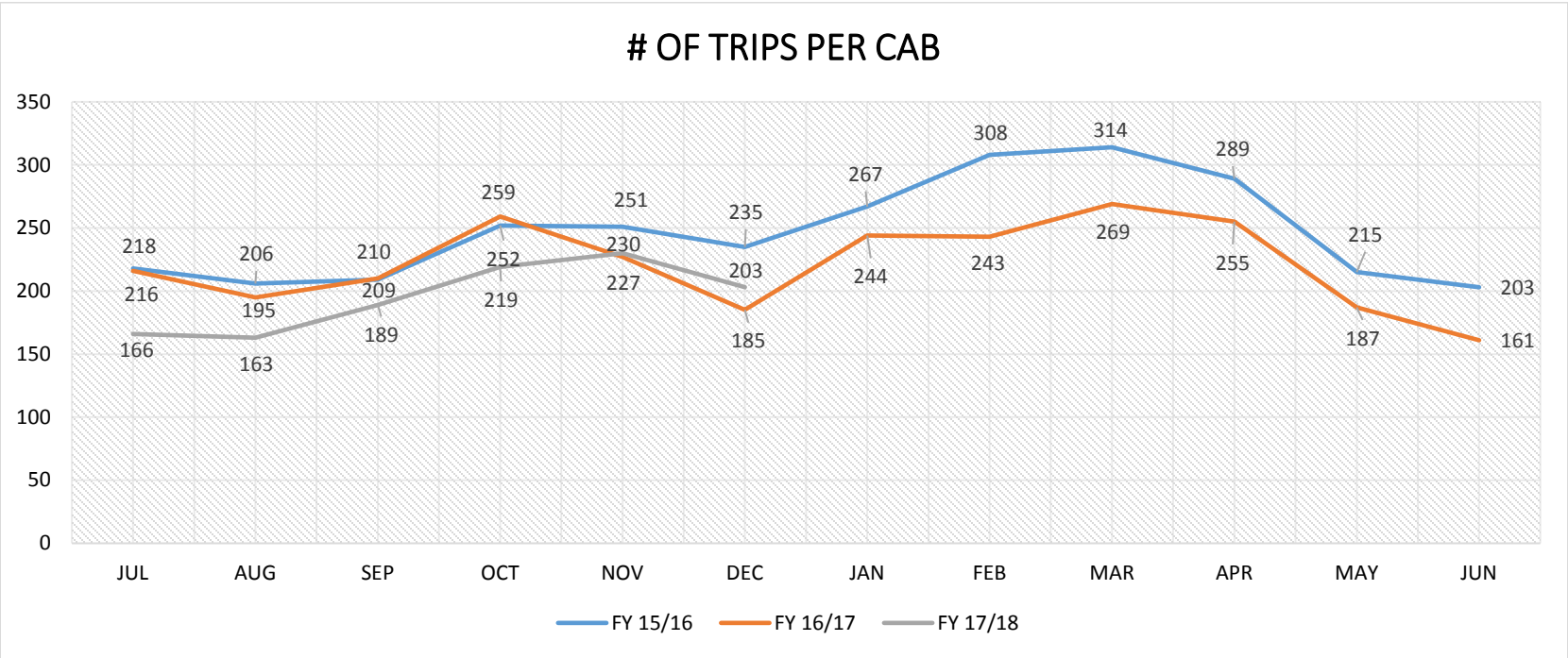


December 2017

OF TAXI TRIPS



December 2017



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

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	31
AMERICAN CAB	32	7494	30.6%	234.19	7.55	
DESERT CITY CAB	38	7368	30.0%	193.89	6.25	
YELLOW CAB OF THE DESERT	51	9668	39.4%	189.57	6.12	
	121	24530	100.00%	202.72	6.54	

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

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	30
AMERICAN CAB	33	8127	29.1%	246.27	8.21	
DESERT CITY CAB	37	8658	31.1%	234.00	7.80	
YELLOW CAB OF THE DESERT	51	11098	39.8%	217.61	7.25	
	121	27883	100.00%	232.63	7.75	

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

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	31
AMERICAN CAB	30	8422	32.0%	280.73	9.06	
DESERT CITY CAB	40	7449	28.3%	186.23	6.01	
YELLOW CAB OF THE DESERT	50	10465	39.7%	209.30	6.75	
	120	26336	100.00%	225.42	7.27	

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

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	30
AMERICAN CAB	27	6803	33.1%	251.96	8.40	
DESERT CITY CAB	36	5424	26.4%	150.67	5.02	
YELLOW CAB OF THE DESERT	46	8343	40.6%	181.37	6.05	
	109	20570	100.00%	194.67	6.49	

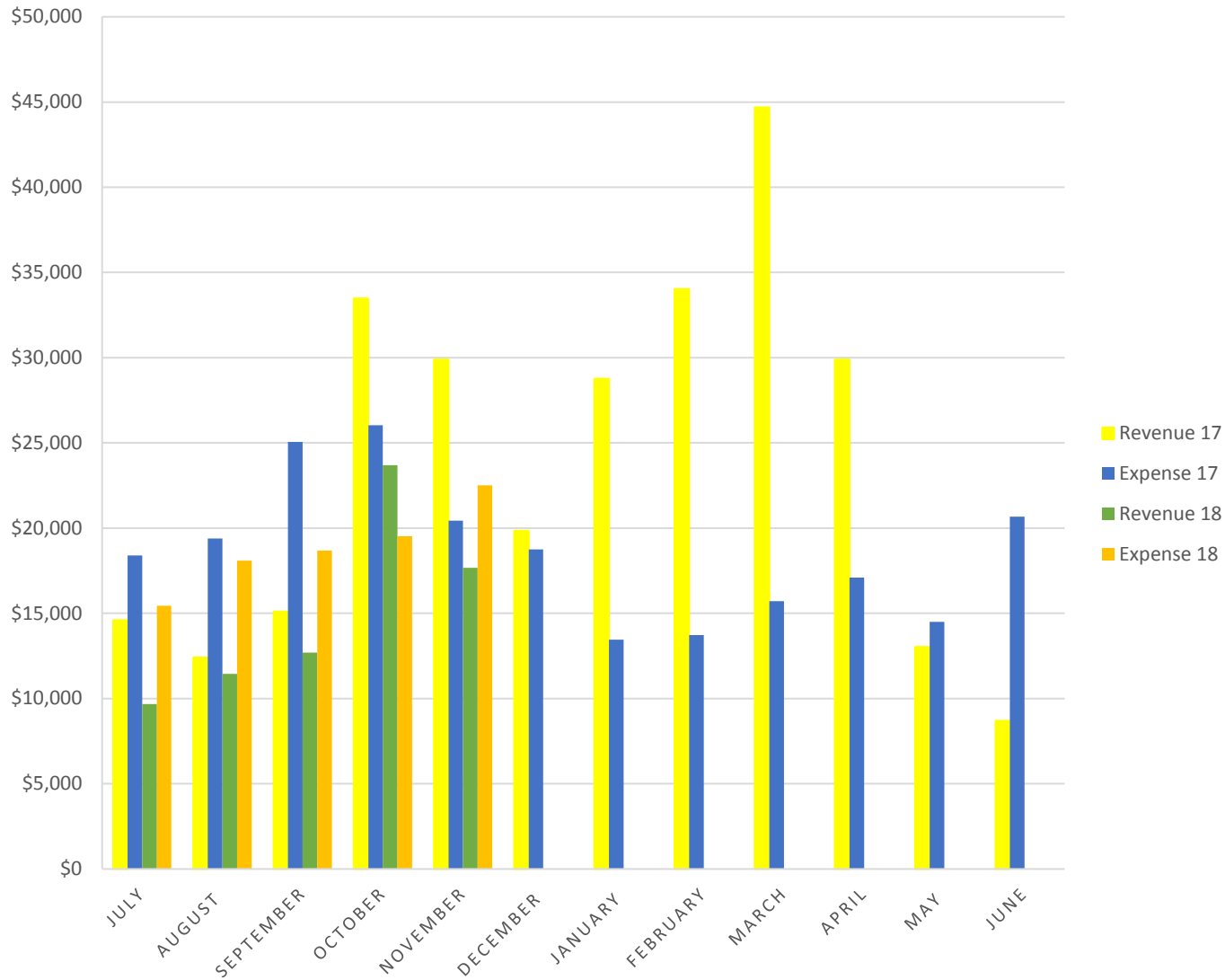
AUGUST 2017 TRIPS PER VEHICLE
(business volumes, averaged values)

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	30
AMERICAN CAB	26	5507	30.8%	211.81	7.06	
DESERT CITY CAB	33	5129	28.7%	155.42	5.18	
YELLOW CAB OF THE DESERT	51	7250	40.5%	142.16	4.74	
	110	17886	100.00%	169.80	5.66	

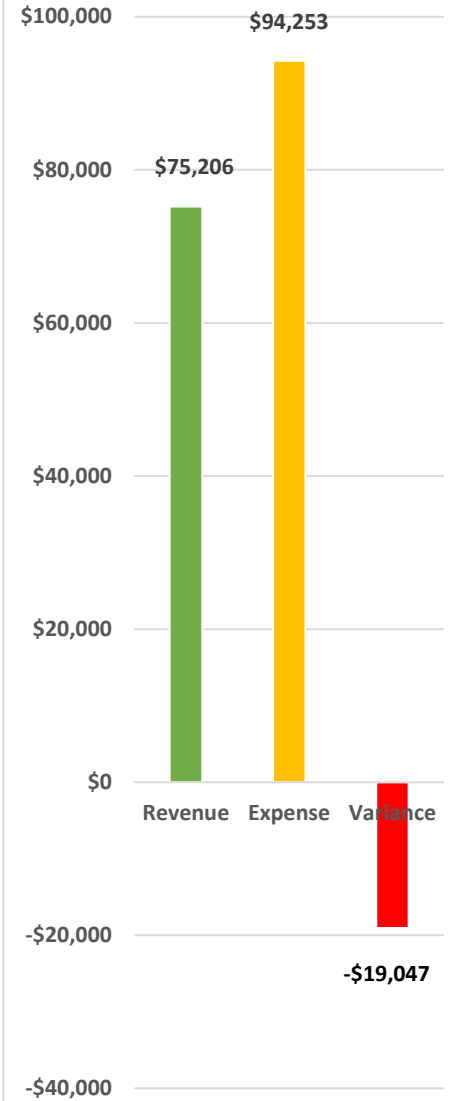
JULY 2017 TRIPS PER VEHICLE
(business volumes, averaged values)

COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	30
AMERICAN CAB	27	6170	35.6%	228.52	7.62	
DESERT CITY CAB	33	4127	23.8%	125.06	4.17	
YELLOW CAB OF THE DESERT	44	7013	40.5%	159.39	5.31	
	104	17310	100.00%	170.99	5.70	

EXPENSE VS REVENUE AND VARIANCE-NOVEMBER FY18



FY 18 YTD



Measuring the health of the FY18 SRA budget by monitoring expenses and revenues.

	July	August	September	October	November	December	January	February	March	April	May	June
Revenue 17	\$14,597	\$12,412	\$15,106	\$33,481	\$29,890	\$19,848	\$28,767	\$34,037	\$44,697	\$29,905	\$13,029	\$8,697
Expense 17	\$18,399	\$19,393	\$25,060	\$26,031	\$20,442	\$18,758	\$13,454	\$13,724	\$15,707	\$17,102	\$14,503	\$20,670
Revenue 18	\$9,685	\$11,453	\$12,700	\$23,697	\$17,671							
Expense 18	\$15,450	\$18,090	\$18,682	\$19,518	\$22,512							

Revenue	Expense	Variance
\$75,206	\$94,253	-\$19,047

MINUTES
SunLine Services Group
Board of Directors Meeting
December 06, 2017

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, December 06, 2017 at 12:02 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 12:02 p.m. by Vice Chairperson Troy Strange.

2. Flag Salute

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

3. Roll Call

Completed.

Members Present

Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City
Ted Weill, SunLine Agency Board Member (Alternate), 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
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Ginny Foat, SunLine Agency Board Member City of Palm Springs

Members Absent

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

4. Finalization of Agenda

Board members finalized the agenda with no changes.

5. Presentations

None

6. Public Comments

None

7. Board Member Comments

None

8. Consent Calendar

- a) SSG/SRA Checks Over \$1000 issued September & October 2017
- b) SSG/SRA Monthly Budget Variance Reports September & October 2017
- c) Taxi Vehicle/Rides Analysis September and October 2017
- d) Metric (Taxi Expense vs Taxi Revenue) September and October 2017

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

9. Approval of Minutes

SunLine Agency Board Member Peabody moved to approve the minutes of the October 25, 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

10. Resolution No. 083 Setting Taxicab Rates for Calendar Year 2018

Chair of the Taxi Committee, SunLine Agency Board Member Radi spoke on this item saying that the committee agreed to table this item until January 2018. SunLine Agency Board Member Strange moved to table the item for next year. SunLine Agency Board Member Radi seconded the motion. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

11. Next Meeting Date

January 24, 2018
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

12. Adjourn

Vice Chairperson Strange adjourned the meeting at 12:07 p.m.

Respectfully Submitted,

Isabel Acosta
Interim Clerk of the Board