



SunLine Services Group
July 25, 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, 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. <u>APPROVAL OF MINUTES –
JUNE 20, 2018 BOARD MEETING</u> | 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.

<u>ITEM</u>	<u>RECOMMENDATION</u>
8. BOARD MEMBER COMMENTS	RECEIVE COMMENTS
9. <u>CONSENT CALENDAR</u>	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 May 2018](#) (PAGE 5-6)

[9b\) Monthly Budget Variance Report for May 2018](#) (PAGE 7-9)

[9c\) Taxi Vehicle/Rides Analysis June 2018](#) (PAGE 10-12)

[9d\) Metric \(Taxi Expense vs Taxi Revenue\) May 2018](#) (PAGE 13-14)

10. GENERAL COUNSEL

11. NEXT MEETING DATE

September 26, 2018
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

12. ADJOURN

MINUTES

SunLine Services Group Board of Directors Meeting June 20, 2018

A regular meeting of the SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, June 20, 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 12:01 p.m. by Chairperson Russell Betts.

2. FLAG SALUTE

Supervisor V. Manuel Perez 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
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

4. PRESENTATIONS

No presentations.

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES – MAY 23, 2018 BOARD MEETING

SunLine Services Group Board Vice-Chair Strange moved to approve the minutes of the May 23, 2018 Board meeting. The motion was seconded by SunLine Services Group Board Member Radi. 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 April 2018
- b) Monthly Budget Variance Report for April 2018
- c) Taxi Vehicle/Rides Analysis May 2018
- d) Metric (Taxi Expense vs Taxi Revenue) April 2018

SunLine Services Group Board Member Kaplan (Alternate) 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 9 yes; 0 no; 0 abstain

10. SUNLINE REGULATORY ADMINISTRATION FY 2018/19 BUDGET

Taxi Committee Chair Radi provided a brief update and reported that this item was brought to the Committee and they unanimously approved the item. SunLine Services Group Board Member Radi motioned to approve the SunLine Regulatory Administration FY 2018/19 Budget and the motion was seconded by Board Member Kelly. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

11. GENERAL COUNSEL

Legal counsel provided an update about the work being done between counsel, SunLine Services Group and the taxi franchises to update the ordinance to comply with AB 1069.

12. NEXT REGULAR BOARD MEETING DATE

Wednesday, July 25, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. MEETING ADJOURNMENT

The meeting was adjourned at 12:09 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Services Group**CONSENT CALENDAR**

DATE: July 25, 2018

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for May 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 May, 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 May 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 Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 5/4/18	90506	05/10/2018	5,531.62
SUNLINE TRANSIT AGENCY	Payroll Liabilities 5/18/18	90508	05/21/2018	4,709.52
SUNLINE TRANSIT AGENCY	May 2018 SRA Overhead Allocations	90509	05/21/2018	2,371.67
Total Checks Over \$1,000	\$12,612.81			
Total Checks Under \$1,000	\$613.62			
Total Checks	\$13,226.43			

SunLine Services Group
CONSENT CALENDAR

DATE: July 25, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for May 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 May 31, 2018, the organization's revenues are \$15,254 under budget or 6.6% below the YTD budget. Expenditures are \$10,669 under budget or 4.6% below the YTD budget.
- The net YTD operating gain (loss) after expenses is (\$4,585).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
May 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	9,241	13,041	(3,800)	132,384	143,456	(11,072)	15.4%
Revenue Fines	2,000	500	167	333	3,326	1,833	1,493	-66.3%
New Driver Permit Revenue	4,000	90	333	(243)	6,570	3,667	2,903	-64.3%
Driver Transfer Revenue	850	0	71	(71)	850	779	71	0.0%
Driver Renewal Revenue	9,200	300	767	(467)	6,100	8,433	(2,333)	33.7%
Driver Permit Reinstatement/Replacement	150	0	13	(13)	15	138	(123)	90.0%
Vehicle Permit Revenue	80,900	2,500	6,742	(4,242)	67,950	74,158	(6,208)	16.0%
Other Revenue	-	0	0	0	15	0	15	-100.0%
Total Revenue	253,597	12,631	21,133	8,502	217,210	232,464	(15,254)	14.3%
Expenses:								
Salaries and Wages	104,987	9,895	8,749	(1,146)	109,230	96,238	(12,992)	-4.0%
Fringe Benefits	69,092	5,118	5,758	640	56,810	63,334	6,524	17.8%
Services	48,300	6,717	4,025	(2,692)	33,506	44,275	10,769	30.6%
Supplies and Materials	5,203	105	434	329	3,995	4,769	774	23.2%
Utilities	4,258	355	355	0	3,903	3,903	0	8.3%
Casualty and Liability	12,112	1,009	1,009	0	11,103	11,103	0	8.3%
Taxes and Fees	20	4	2	(2)	277	18	(259)	-1286.5%
Miscellaneous	9,625	66	802	736	2,970	8,823	5,853	69.1%
Total Expenses	253,597	23,269	21,133	(2,136)	221,795	232,464	10,669	12.5%
Total Operating Surplus (Deficit)	\$ -	\$ (10,638)			\$ (4,585)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenues is mainly attributed to a continued decline in taxi trips. As of YTD Fiscal Year 2017/18 there is a decrease of 81,092 Taxi Trips compared to the YTD Fiscal Year 2016/17.

Taxi Trips				
	FY17-May	FY18-May	Variance	%Δ
Trips	24,979	18,481	(6,498)	-26.0%

Taxi Trips				
	YTD-FY17	YTD-FY18	Variance	%Δ
Trips	345,488	264,396	(81,092)	-23.5%

- Vehicle permit revenue has an unfavorable variance due to a decrease in permitted taxi cabs. In the Fiscal Year 2016/17 there were 150 permitted taxicabs. In the Fiscal Year 2017/18 there are 123 permitted taxi cabs. In FY 2017/18 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 May 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.
- The unfavorable variance in May is due to expenses incurred for legal services general. Legal counsel conducted review and analysis of AB 1069 for Taxi Committee.

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 incurred, and lower bank adjustment fees.

SunLine Services Group**CONSENT CALENDAR**

DATE: July 25, 2018

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Vehicle/Rides Analysis June 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. June 2018 was the fourth consecutive month of declining ridership. This trend is anticipated due to the seasonal nature of the taxi industry in the Coachella Valley. In FY17/18 there were 86,151, or 23.7% less taxi trips generated than in FY16/17. The loss in ridership can be attributed to the increased presence of TNC's in the Coachella Valley.

Recommendation:

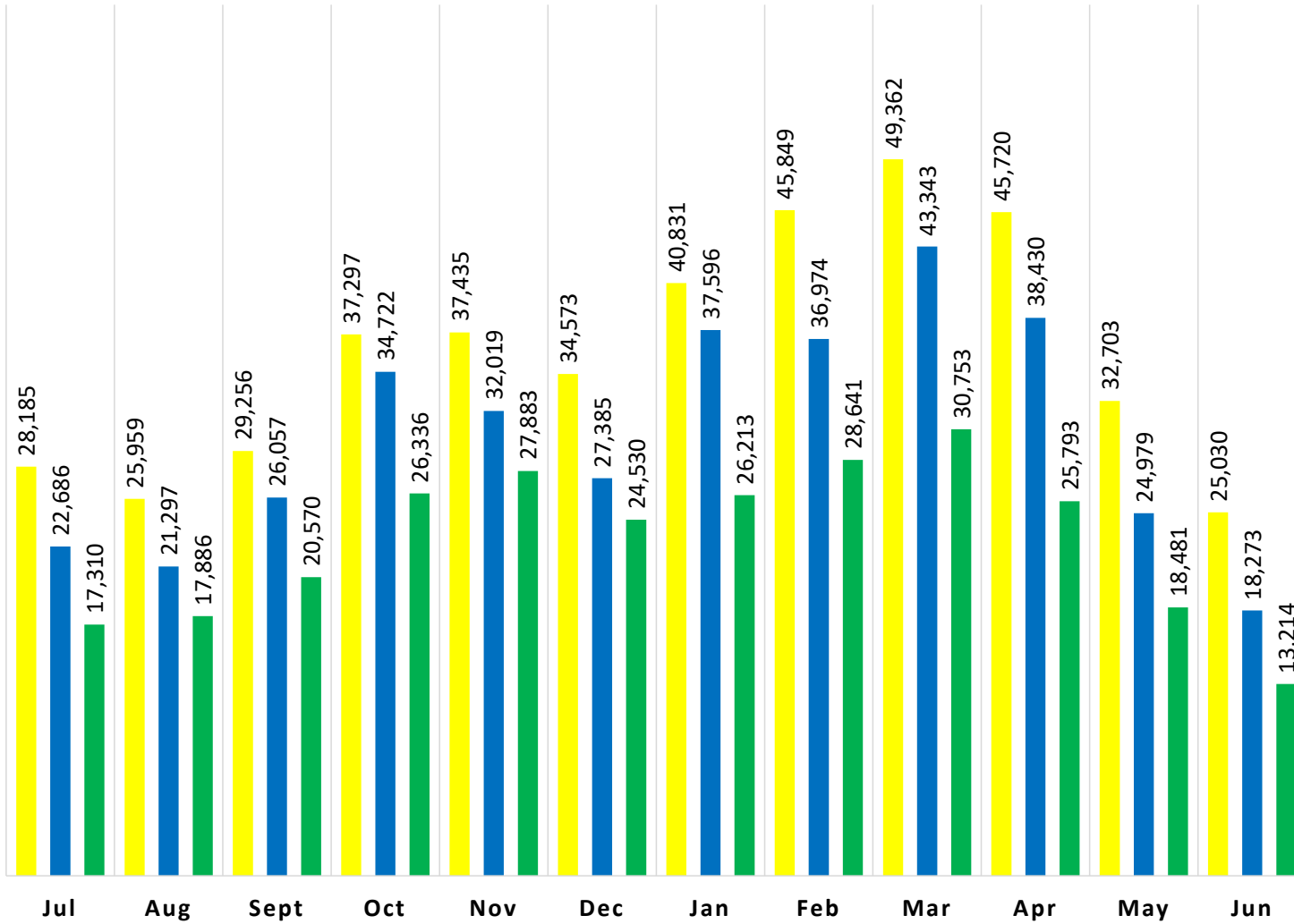
Receive and file.

JUNE 2018 TRIPS PER VEHICLE
(business volumes, averaged values)

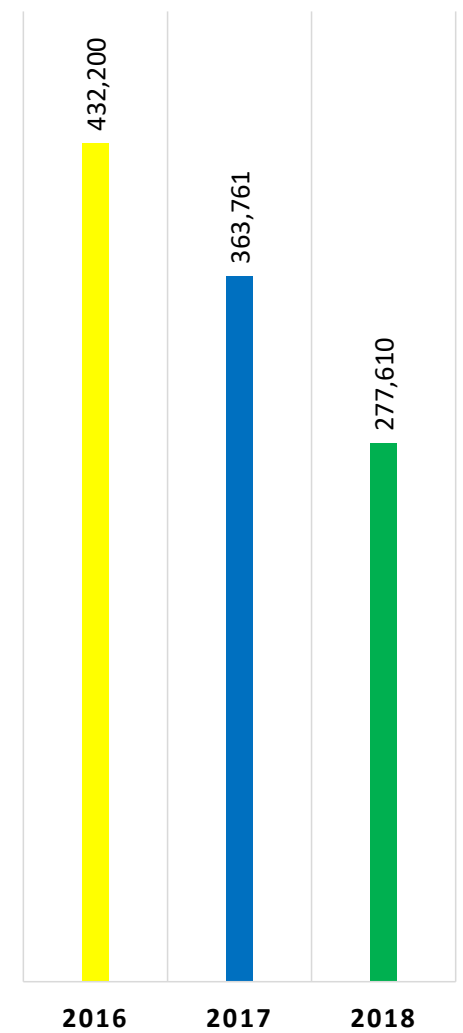
COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	30
AMERICAN CAB	20	4290	32.5%	214.50	7.15	
DESERT CITY CAB	32	3170	24.0%	99.06	3.30	
YELLOW CAB OF THE DESERT	37	5754	43.5%	155.51	5.18	
	89	13214	100.00%	148.47	4.94	

Number of Taxi Trips - June 2018

2016 2017 2018



FY 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: July 25, 2018

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

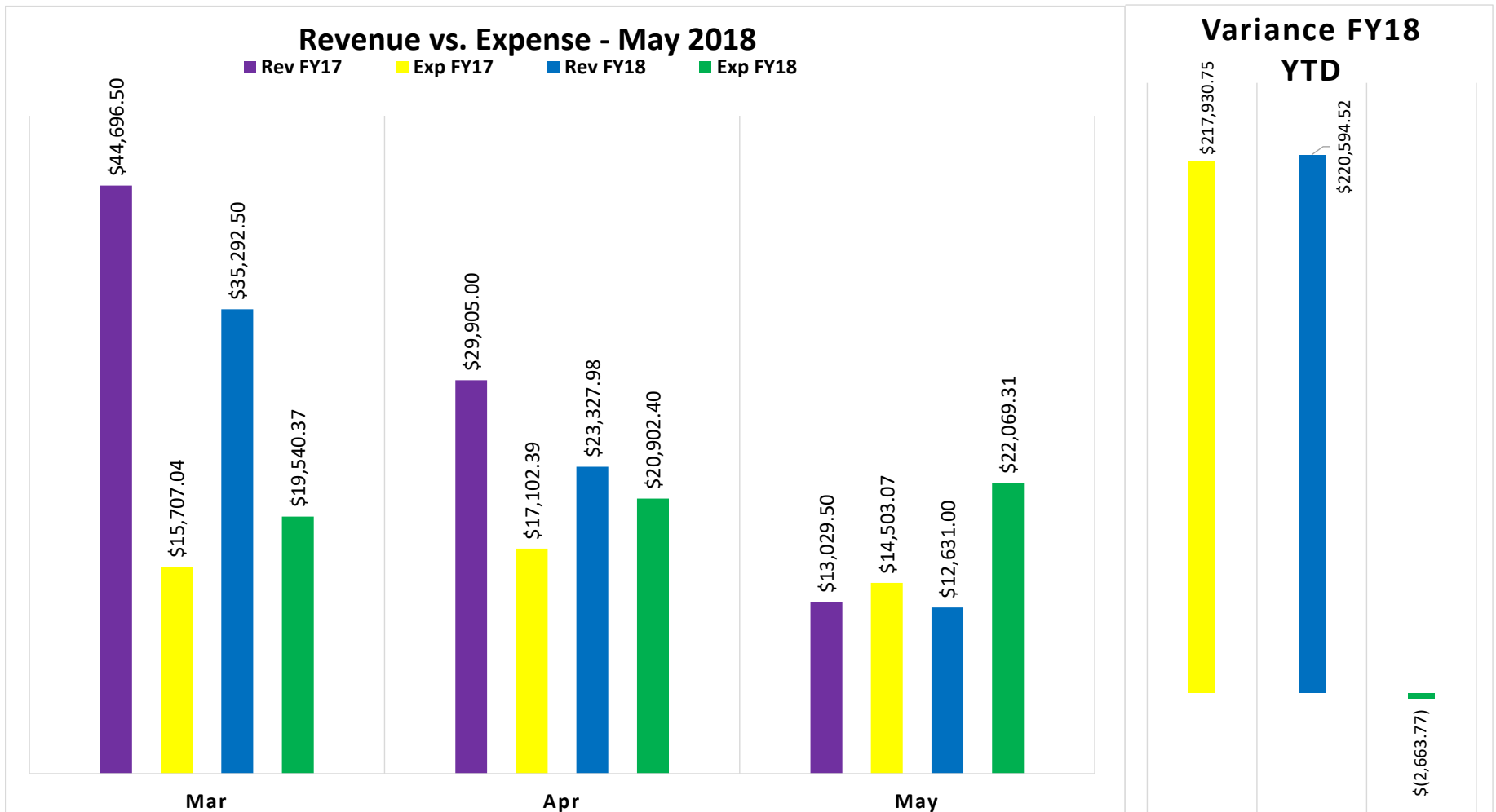
Summary:

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.
- Expenses for the current fiscal year are greater than revenue by \$2,663. 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.
- Revenue for the month of May 2018 was \$9,438 less than expenses. Legal Services costs of \$5,393 due to the required revision of the Taxi Ordinance account for 57% of the monthly deficit.

Recommendation:

Receive and file.



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