



SunLine Services Group
April 24, 2019
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 SALTUE | |
| 3. ROLL CALL | |
| 4. PRESENTATIONS | |
| 5. FINALIZATION OF AGENDA | |
| 6. APPROVAL OF MINUTES –
MARCH 27, 2019 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 February 2019

(PAGE 5-6)

9b) Monthly Budget Variance Report for February 2019

(PAGE 7-9)

9c) Taxi Trip Data for March 2019

(PAGE 10-11)

9d) Metric (Taxi Expense vs Taxi Revenue) February 2019

(PAGE 12-13)

10. GENERAL COUNSEL

11. NEXT MEETING DATE

May 22, 2019

12 p.m. – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

12. ADJOURN

MINUTES

SunLine Services Group Board of Directors Meeting March 27, 2019

A regular meeting of the SunLine Services Group Board of Directors was held at 12:05 p.m. on Wednesday, February 27, 2019 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 12:05 p.m. by Chairperson Kathleen Kelly.

2. FLAG SALUTE

Board Member Middleton led the pledge of allegiance.

3. ROLL CALL

Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Lupe Ramos Amith, SunLine Agency Board Member, City of Indio
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
V. Manuel Perez, SunLine Agency Board Member, County of Riverside

4. PRESENTATIONS

None.

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES – FEBRUARY 27, 2019 BOARD MEETING

SunLine Services Group Board Member Hobart moved to approve the minutes of the February 27, 2019 Board meeting. The motion was seconded by SunLine Services Group Board Vice-Chair Radi. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

None.

9. CONSENT CALENDAR

- 9a) Checks \$1,000 and Over Report for January 2019
- 9b) Monthly Budget Variance Report for January 2019
- 9c) Taxi Vehicle/Rides Analysis February 2019
- 9d) Metric (Taxi Expense vs Taxi Revenue) January 2019

SunLine Services Group Board Member Hobart moved to approve the consent calendar. The motion was seconded by SunLine Services Group Vice-Chair Radi. The consent calendar was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

11. GENERAL COUNSEL

General Counsel had no updates to report.

12. NEXT REGULAR BOARD MEETING DATE

April 24, 2019 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

13. MEETING ADJOURNMENT

The SunLine Services Group meeting was adjourned at 12:09 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Services Group
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for February 2019

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 February, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) 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 February 2019**

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	SRA Overhead- Feb 2019	90596	02/22/2019	2,903.75
SUNLINE TRANSIT AGENCY	Payroll Liabilities 2/22/19	90595	02/22/2019	1,883.75
SUNLINE TRANSIT AGENCY	Payroll Liabilities 2/08/19	90594	02/15/2019	1,883.74
Total Checks Over \$1,000	\$6,671.24			
Total Checks Under \$1,000	\$887.00			
Total Checks	\$7,558.24			

SunLine Services Group**CONSENT CALENDAR**

DATE: April 24, 2019

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for February 2019

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 February 28, 2019, the organization's revenues are \$423 under budget or 0.3% below the YTD budget. Expenditures are \$29,975 under budget or 14.3% below the YTD budget.
- The net YTD operating gain (loss) after expenses is (\$55,829).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
February 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Meter Readings	46,347	0	3,862	(3,862)	46,512	30,898	15,614	-0.4%
Taxi Business Permit	58,327	11,668	4,861	6,807	23,336	38,885	(15,549)	60.0%
Revenue Fines	3,000	100	250	(150)	200	2,000	(1,800)	93.3%
New Driver Permit Revenue	9,000	135	750	(615)	2,880	6,000	(3,120)	68.0%
Driver Transfer Revenue	1,000	0	83	(83)	1,000	667	333	0.0%
Driver Renewal Revenue	10,000	275	833	(558)	2,825	6,667	(3,842)	71.8%
Driver Permit Reinstatement/Replacement	25	0	2	(2)	10	17	(7)	60.0%
Vehicle Permit Revenue	58,242	6,300	4,854	1,447	46,775	38,828	7,947	19.7%
Total Revenue	185,941	18,478	15,495	2,983	123,537	123,961	(423)	33.6%
Expenses:								
Salaries and Wages	112,555	8,422	9,380	957	78,920	75,037	(3,883)	29.9%
Fringe Benefits	70,138	2,897	5,845	2,948	33,510	46,759	13,248	52.2%
Services	96,000	1,763	8,000	6,237	48,810	64,000	15,190	49.2%
Supplies and Materials	5,019	277	418	141	1,535	3,346	1,811	69.4%
Utilities	4,816	401	401	0	3,211	3,211	0	33.3%
Casualty and Liability	17,774	1,481	1,481	0	11,849	11,849	0	33.3%
Taxes and Fees	20	0	2	2	25	13	(12)	-25.1%
Miscellaneous	7,690	328	641	313	1,506	5,127	3,621	80.4%
Total Expenses	314,012	15,570	26,168	10,598	179,367	209,341	29,975	42.9%
Total Operating Surplus (Deficit)	\$ (128,071)	\$ 2,908			\$ (55,829)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- Taxi franchises pay the full year's vehicle permits during the peak months of October through April.
- As of January 2019, SunLine Regulatory administration will no longer be collecting a meter reading revenue, instead it will be collecting a Taxi Business Permit fee.

Salaries and Wages - Unfavorable

- In January the Taxi investigator position was eliminated and additional expenses were incurred to close out the position.
- Allocated salary expenses have been higher November through February to assist with Agency needs. The addition of Taxi Administrator will reduce allocated expenses for the remainder of the fiscal year.

Fringe Benefits - Favorable

- Fringe benefit savings are within an acceptable range of the budgeted amount.

Services - Favorable

- Service expenditures are within an acceptable range of 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

- Unfavorable balance is attributed to increased use of support vehicles.

Miscellaneous - Favorable

- The favorable balance is mainly attributed to travel and training expenses, and membership and subscription fees not incurred.

SunLine Transit Agency**CONSENT CALENDAR**

DATE: April 24, 2019

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Taxi Trip Data for March 2019

Summary:

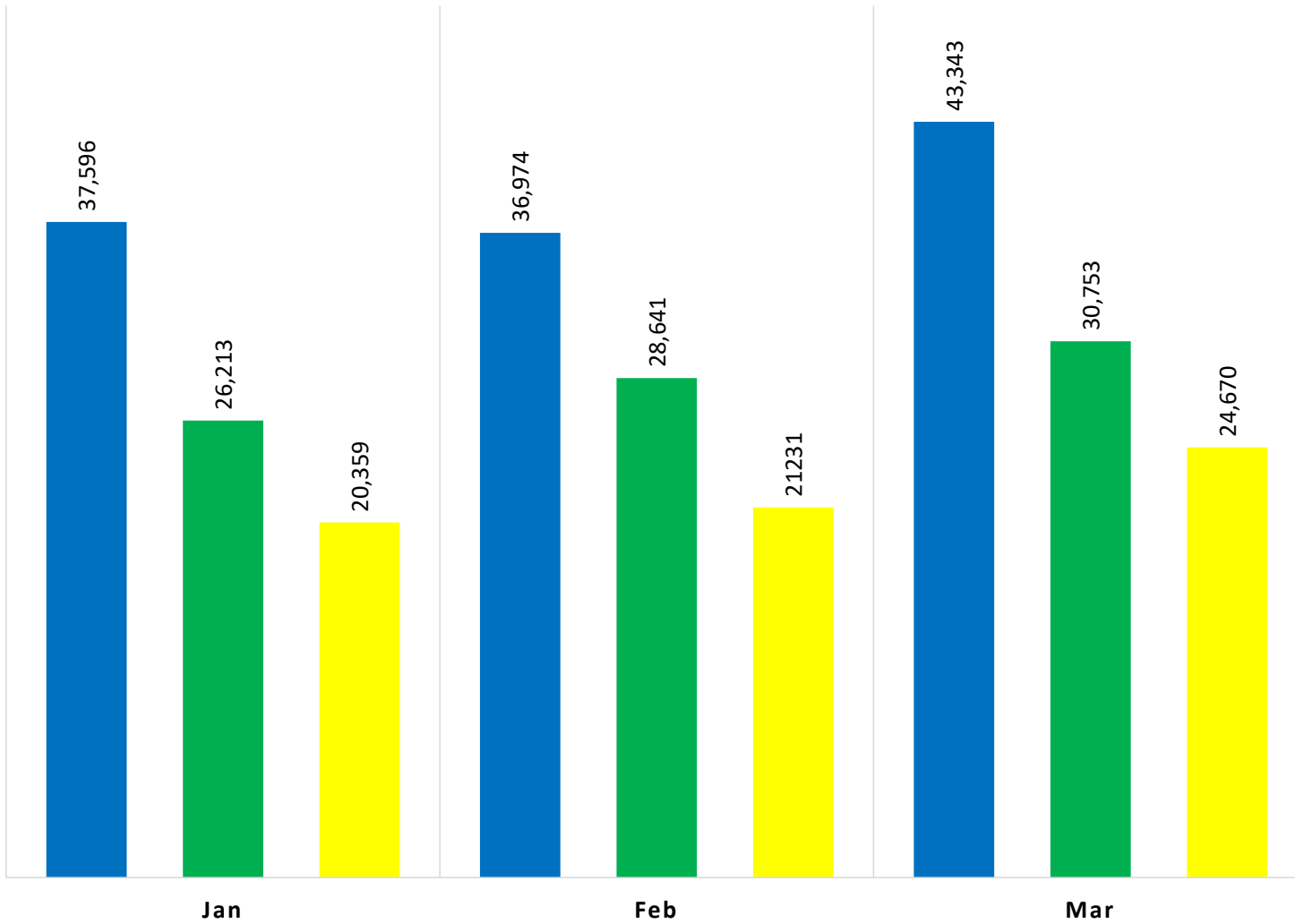
The attached report summarizes the total number of taxi trips generated in the Coachella Valley for the most recent three month period. A second graph shows the total taxi trips for the current fiscal year compared to the two previous fiscal years. TNC operations continue to negatively impact taxicab ridership in our jurisdiction. There have been 60,988 fewer taxi trips to date in FY19 than for the same period in FY18.

Recommendation:

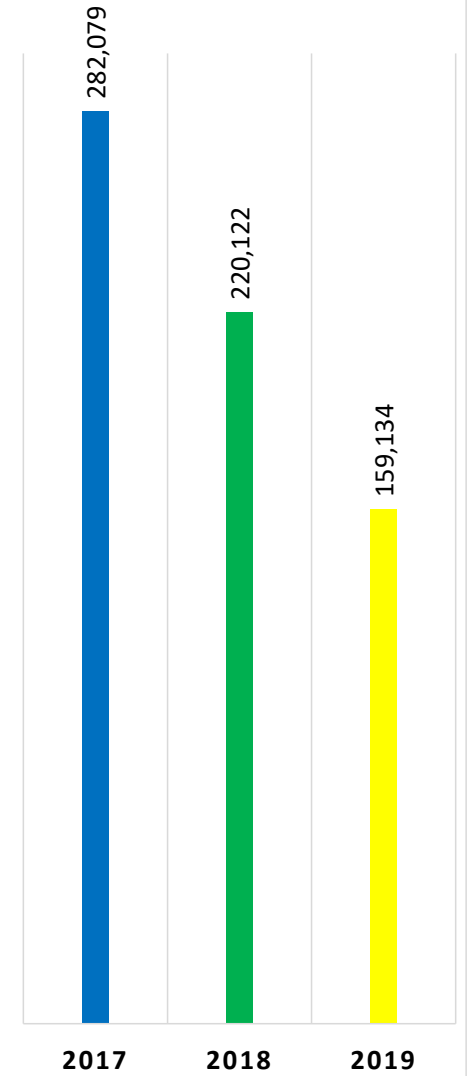
Receive and file.

Number of Taxi Trips - March 2019

■ 2017 ■ 2018 ■ 2019



Year to Date No. of Taxi Trips



Measures the total number taxi trips taken year to date for FY 2017, 2018 and 2019

SunLine Transit Agency
CONSENT CALENDAR

DATE: April 24, 2019

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Metric (Taxi Expense vs Taxi Revenue) February 2019

Summary:

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

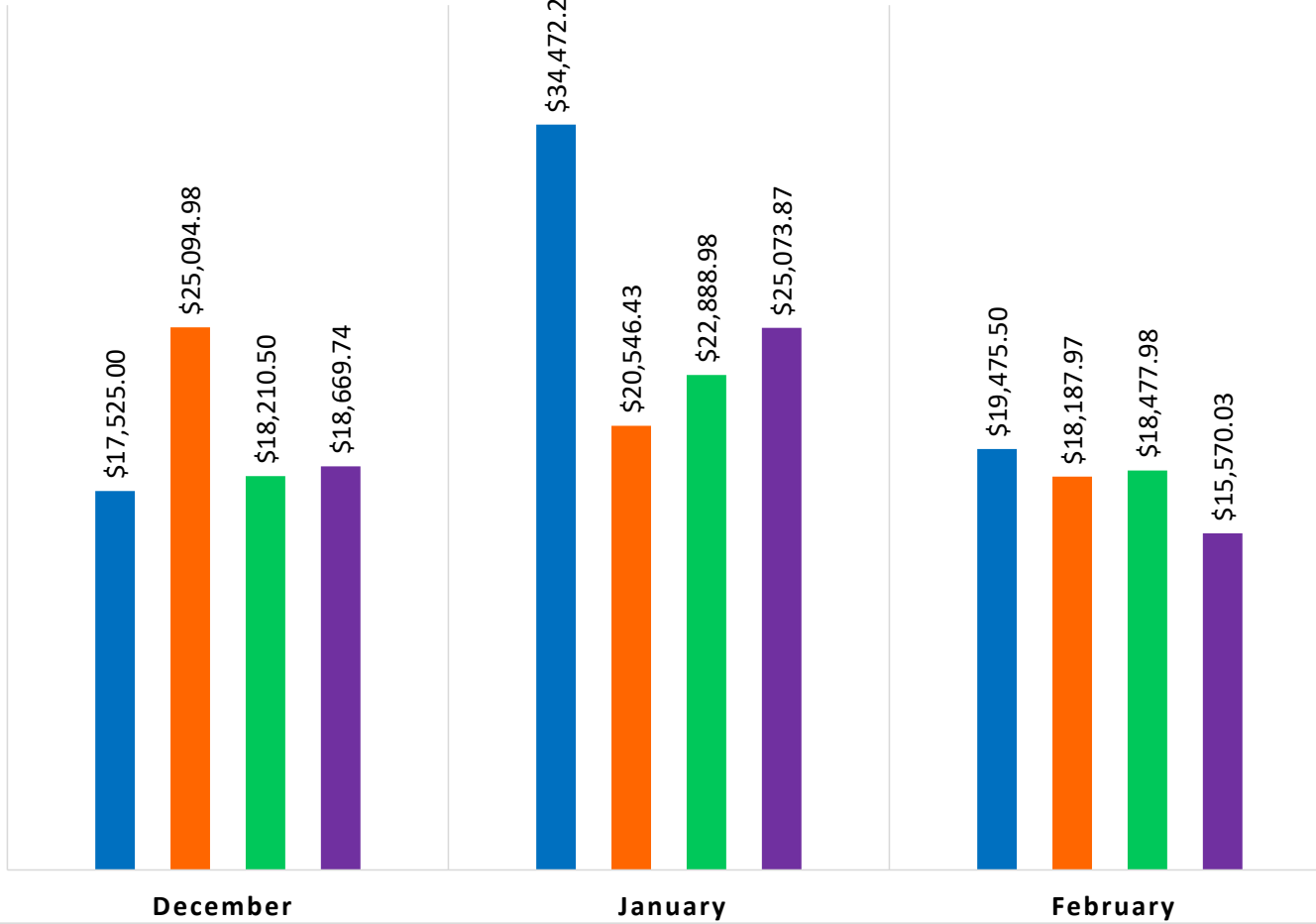
- Variance graph displays the total variance between revenue and expense occurring to date, for the current fiscal year.
- Expenses for the current fiscal year are greater than revenue by \$55,829.19
- To date, SSG has incurred \$46,085.39 in legal service fees. The increased legal service fees were anticipated due to AB1069 and implementing a new Taxi Ordinance and Taxi Regulations.
- The FY19 Budget was approved at a \$128,071 deficit due to uncollectable revenues through the decline in ridership. Use of previous years' operating fund surplus required to cover deficit.

Recommendation:

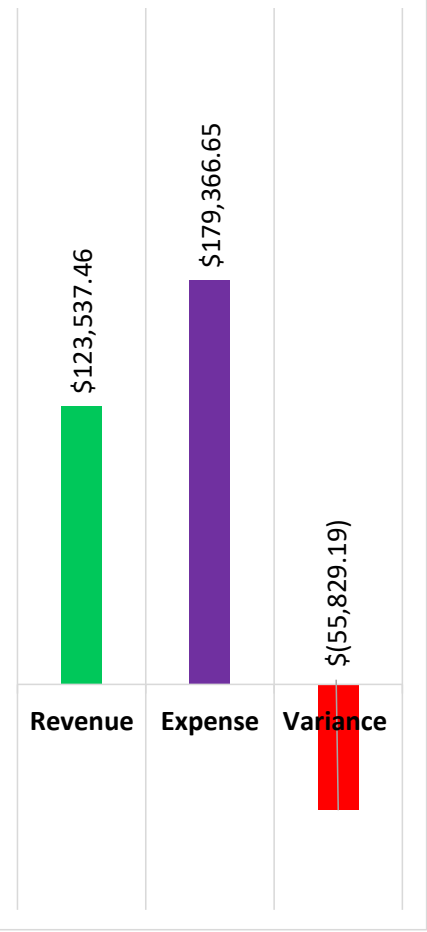
Receive and file.

Revenue vs. Expense - February 2019

■ Rev FY18 ■ Exp FY18 ■ Rev FY19 ■ Exp FY19



Variance FYTD - February 2019



The graph measures Revenues vs Expenses for FY18 and FY19