

**SUNLINE SERVICES GROUP  
BOARD MEETING AGENDA**

**Wednesday, February 28, 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**

- |   |                                |
|---|--------------------------------|
| <p>1. <b><u>Call to Order</u></b><br/>Chairperson Russell Betts</p> <p>2. <b><u>Flag Salute</u></b></p> <p>3. <b><u>Roll Call</u></b></p> <p>4. <b><u>Finalization of Agenda</u></b></p> <p>5. <b><u>Presentations</u></b></p> <p>6. <b><u>Public Comments</u></b><br/>(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)</p> | <p><b>Receive Comments</b></p> |
|---|--------------------------------|

**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 December 2017 \(Page 1\)](#)
  - b) [SSG/SRA Monthly Budget Variance Reports December 2017 \(Page 2-3\)](#)
  - c) [Taxi Vehicle/Rides Analysis January 2018 \(Page 4-6\)](#)
  - d) [Metric \(Taxi Expense vs Taxi Revenue\) December 2017 \(Page 7\)](#)

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

9. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the January 24, 2018 Board of Directors meeting. (Page 8-10)
10. **Next Meeting Date**  
March 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 December 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/1/17	90449	12/01/2017	6,408.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/29/17	90461	12/29/2017	6,255.85
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Nov 2017	90452	12/15/2017	4,704.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities 12/15/17	90456	12/15/2017	4,676.73
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services Oct 2017	90447	12/01/2017	1,752.00
<b>Total Checks Over \$1,000</b>	\$23,797.22			
<b>Total Checks Under \$1,000</b>	\$1,665.04			
<b>Total Checks</b>	\$25,462.26			

SunLine Regulatory Agency  
Budget Variance Report  
December 2017

Description	FY 18 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	156,497	12,265	13,041	(776)	67,437	78,249	(10,812)
Revenue Fines	2,000	0	167	(167)	1,970	1,000	970
New Driver Permit Revenue	4,000	630	333	297	4,500	2,000	2,500
Driver Transfer Revenue	850	250	71	179	650	425	225
Driver Renewal Revenue	9,200	400	767	(367)	2,850	4,600	(1,750)
Driver Permit Reinstatement/Replacement	150	5	13	(8)	10	75	(65)
Vehicle Permit Revenue	80,900	3,975	6,742	(2,767)	15,300	40,450	(25,150)
Other Revenue	-	0	0	0	15	0	15
<b>Total Revenue</b>	<b>253,597</b>	<b>17,525</b>	<b>21,133</b>	<b>(3,608)</b>	<b>92,732</b>	<b>126,799</b>	<b>(34,067)</b>
<b>Expenses:</b>							
Salaries and Wages	104,987	10,741	8,749	(1,992)	55,994	52,494	(3,500)
Fringe Benefits	69,092	3,962	5,758	1,796	31,334	34,546	3,212
Services	48,500	7,976	4,042	(3,935)	20,797	24,250	3,453
Supplies and Materials	5,003	461	417	(44)	1,601	2,502	901
Utilities	4,258	355	355	0	2,129	2,129	0
Casualty and Liability	12,112	1,010	1,009	(0)	6,056	6,056	0
Taxes and Fees	20	0	2	1	4	10	0
Miscellaneous	9,625	589	802	213	1,433	4,813	3,379
<b>Total Expenses</b>	<b>253,597</b>	<b>25,095</b>	<b>21,133</b>	<b>(3,962)</b>	<b>119,348</b>	<b>126,799</b>	<b>7,450</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (7,570)</b>			<b>\$ (26,617)</b>		

## **Budget Variance Analysis - SunLine Regulatory**

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### **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 December there is a decrease of 29,651 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, November, and December 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.

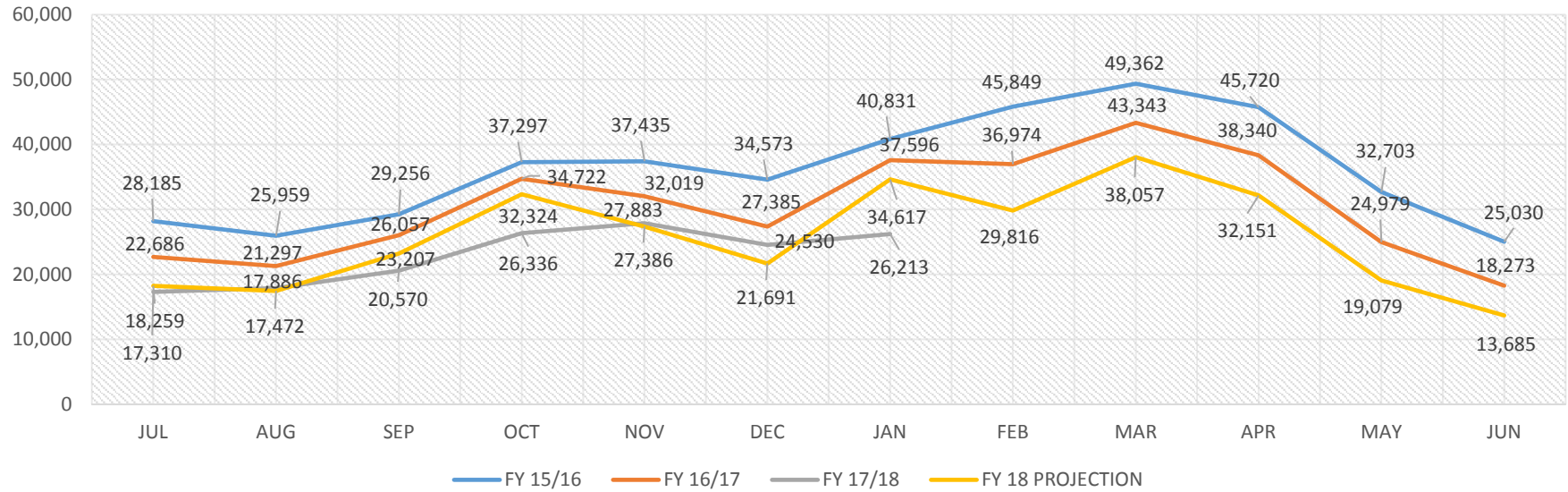
### **Taxes and Fees - Favorable**

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

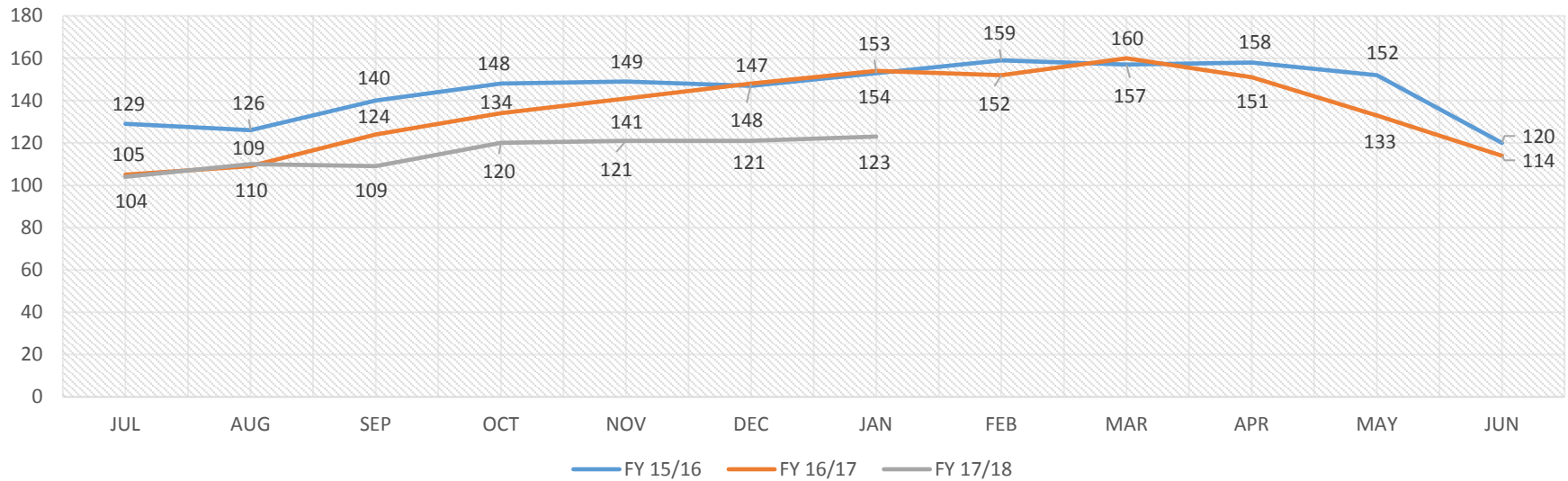
### **Miscellaneous - Favorable**

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

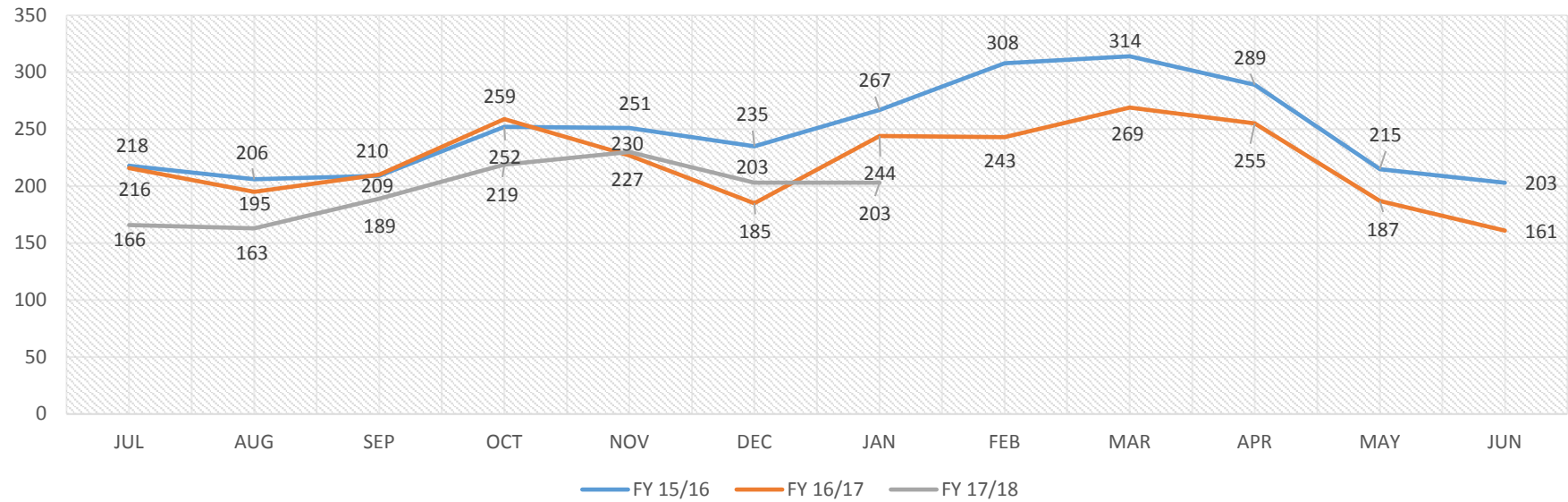
### # OF TAXI TRIPS



### # OF CABS PROVIDING TRIPS



# # OF TRIPS PER CAB

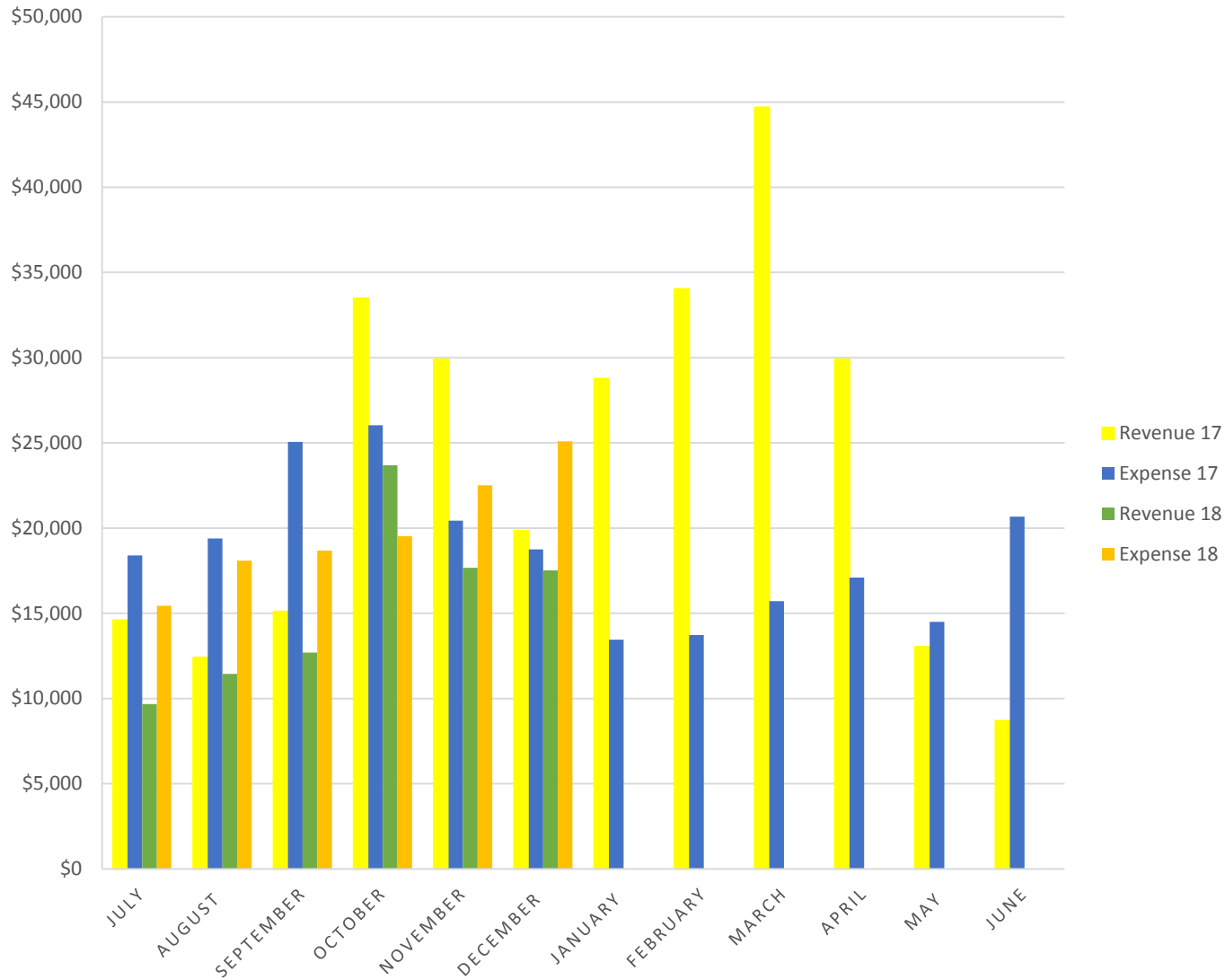


JANUARY 2018 TRIPS PER VEHICLE  
(business volumes, averaged values)

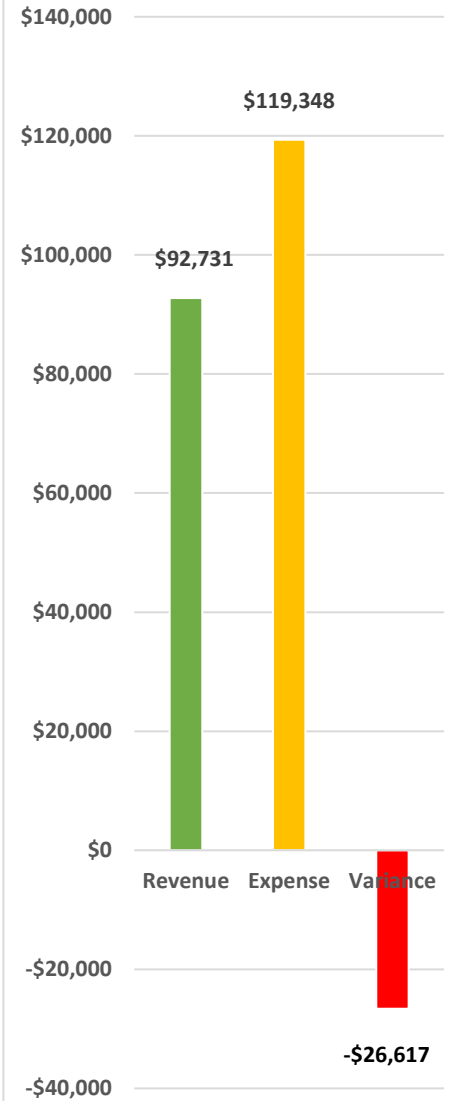
COMPANY	# OF CABS WORKED	# OF TRIPS	% OF BIZ	AVG. TRIPS CAB	AVG. TRP DAY	31
AMERICAN CAB	30	7554	28.8%	251.80	8.12	
DESERT CITY CAB	41	7462	28.5%	182.00	5.87	
YELLOW CAB OF THE DESERT	52	11197	42.7%	215.33	6.95	
	123	26213	100.00%	202.72	6.54	



### EXPENSE VS REVENUE AND VARIANCE-DECEMBER FY18



### FY 18 YTD



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

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**January 24, 2018**

A regular meeting of the SunLine Services Group Board of Directors was held on January 24, 2018 at 12:05 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 12:05 p.m. by Chairperson Russell Betts.

2. **Flag Salute**

SunLine Agency Board Member Pettis 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  
Robert Radi, SunLine Agency Board Member, City of La Quinta  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside

**Members Absent**

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella  
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

4. **Finalization of Agenda**

No changes

5. **Presentations**

None

6. **Public Comments**

**NON - AGENDA ITEMS:**

**PUBLIC SPEAKER:** Bill Meyers, Yellow Cab of the Desert – commented that he was asked by the Taxi Committee to repeat the remarks he made during that morning's committee meeting. At the January 24<sup>th</sup> Palm Springs City Council meeting, the council will be voting on whether or not they will be letting Uber X pick-up at the Palm Springs Airport. He stated that it appears to him that the vote is going to be in favor of Uber X picking up at the airport, which is going to have a dramatic effect on the taxi cabs. The taxi cabs weren't able to get their program on the agenda because it wasn't completed in time, but they have been working with Pete and Lauren over the last few months to eliminate some of the burden of the

regulations and they thought that they put a pretty concise package together until they found out that Uber X is going to be picking up at the airport. Meyers stated that they have plans to go back to the council and discuss the situation.

Chairperson Betts asked Meyers a question, acknowledging the fact that the Board could not open this for discussion. He inquired about whether the taxi cabs are required to service the Palm Springs Airport by contract.

Meyers responded that he doesn't believe so because it is a separate permit that they purchase on their own. Further remarking that the airport is just the heart of the business, everything thrives off of that.

Meyers thanked the Board and concluded his comment.

**AGENDA ITEMS:**

None

**7. Board Member Comments**

None

**8. Consent Calendar**

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

SunLine Agency Board Member Radi moved to approve the Consent Calendar. SunLine Agency Vice-Chair Strange seconded the motion. The motion was approved by a unanimous vote of 6 yes; 0 no; 0 abstain

**13. Approval of Minutes**

SunLine Agency Board Vice-Chair Strange moved to approve the minutes of the December 6, 2017 Board Meeting. The motion was seconded by SunLine Agency Board Member Kelly. The motion carried by a vote of 4 yes; 0 no; 2 abstain

**10. Next Meeting Date**

February 28, 2018  
12 o'clock Noon – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**11. Adjourn**

Chairperson Betts adjourned the meeting at 12:10 p.m.

Respectfully Submitted,

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Brittney B. Sowell  
Clerk of the Board