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DATE: June 6, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Neighborhood Services Department

SUBJECT: **INCREASE IN THE AMOUNT OF \$6,732 TO THE PURCHASE ORDER TO OCEANSIDE TRANSPORTATION SERVICES, LLC. OF SAN DIEGO, FOR THE SENIOR TRANSPORTATION PROGRAM**

### **SYNOPSIS**

Staff recommends that the City Council approve an increase in the amount of \$6,732 to Purchase Order 1001231 to Oceanside Transportation Services, LLC. of San Diego for a total of \$56,718 for the Senior Transportation Program; and authorize the Financial Services Director, or designee, to execute the purchase order.

### **BACKGROUND**

TransNet, the half percent sales tax for local transportation projects, has provided for the expansion of transportation systems since 1988. In March 2008, SANDAG opened a competitive grant opportunity for local agencies that included support for senior transportation services. In 2006, the City began offering a taxi scrip program through Oceanside Transportation Services, LLC. (dba Yellow Cab). In 2009, the City of Oceanside was awarded grant funds for the Solutions for Seniors on the Go transportation program for Fiscal Years 2009-10, 2010-11, and 2011-12.

### **ANALYSIS**

The program is currently budgeted for Fiscal Year 11-12 and the taxi scrip is one of the components of the program. The taxi scrip component serves as a transportation option through the purchase of \$20 scrip booklets. The program runs as a counter purchase with seniors purchasing booklets for \$7 with the grant and general fund subsidizing the remaining \$13. Each senior is limited to the purchase of four scrip booklets each month. The taxi scrip program serves the most mobile seniors in need of transportation, seven days a week at all hours. There are two franchised taxi companies in the City of Oceanside; Oceanside Transportation Services, LLC (dba Yellow Cab) and American Ground Transportation, Inc. (dba 24/7 Taxi Cab). Since 2009, the City has been purchasing scrip from both companies. The quantities purchased were established by the proportion of licensed taxi cabs in operation. However, this method left inventory of scrip booklets from the 24/7 Company and revenue to match the grant was not achieved in a timely manner. Currently, the quantities purchased from each company are based on demand by the taxi scrip purchases to ensure that all inventory is sold prior to further

expenditure of funds. As a result of the change in the purchasing methodology an increase in the amount of the purchase order is required to serve the seniors through June 30, 2012, increasing the total amount of the purchase order to \$56,718, and requiring City Council approval.

**FISCAL IMPACT**

The Fiscal Year 11-12 taxi scrip budget has an available balance of \$14,878 (917113600212.5305-TransNet Grant) and \$19,397 (935931101.5305 - General Fund Match). With these available balances and the revenue of \$2,558 (935931101) generated by these purchases, there are sufficient funds available in the 11-12 budget to pay for the increase.

Taxi Scrip Budget:

	<u>Budget</u>	<u>Yellow Cab</u>	<u>24/7</u>
TransNet Grant	\$40,608	\$28,359	\$ 8,894
General Fund Match Requirement	\$10,152	\$ 6,806	\$ 2,135
General Fund Revenue	<u>\$30,888</u>	<u>\$21,553</u>	<u>\$ 6,759</u>
Total Taxi Budget FY 11-12	\$81,648	\$56,718	\$17,788

**COMMISSION OR COMMITTEE REPORT**

The Parks and Recreation Commission will be updated at its next regularly scheduled meeting.

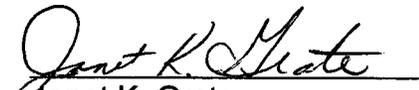
**CITY ATTORNEY'S ANALYSIS**

Does not apply.

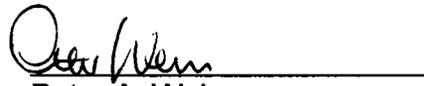
**RECOMMENDATION**

Staff recommends that the City Council approve an increase in the amount of \$6,732 to Purchase Order 1001231 to Oceanside Transportation Services, LLC. of San Diego for a total of \$56,718 for the Senior Transportation Program; and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

  
 Janet K. Grate  
 Program Specialist

SUBMITTED BY:

  
 Peter A. Weiss  
 City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager



Margery Pierce, Neighborhood Services Director

Megan Crooks, Management Analyst

Teri Ferro, Financial Services Director

*MP*  
*(MP) for Megan Crooks*  
*TF*

Attachment: Change to Purchase Order



# CITY OF OCEANSIDE REQUISITION FOR CHANGE TO PURCHASE ORDER

**Vendor Information**

Vendor #: 272857  
 Vendor Name: Oceanside Transportation Services, LLC  
 Address (required): 3473 Kurtz Street  
San Diego, CA 92110  
 Telephone Number: (760) 444-4444

P.O. No.: 1001231

Date: 5/22/2012

Department: City of Oceanside Recreation Department

Special Instructions: Change to Purchase Order

Ship to: 300 N. Coast Highway  
Oceanside, Ca 92054

**Order Information (One Account # per Line Item)**

Qty	Unit of Measure	Item Description	Unit Price	Extended Price	GL Acct #	SLT	Subledger	Bid/Quote Requirement for Purchases & Contract Services	
								\$10,000 or Less	ATP Requisition not Required
374	Booklet	Taxi Scrip	18.00	\$ 3,366.00	917113600212.5305			\$10,001 to \$25,000	Three (3) Written Quotes OR Justification for Sole Source / Sole Brand
	Booklet	Taxi Scrip	18.00	\$ 807.84	935931101.5305 (match)			\$25,001 to \$50,000	Three (3) Written Quotes OR Justification for Sole Source / Sole Brand & City Manager Approval
	Booklet	Taxi Scrip	18.00	\$ 2,558.16	935931101.5305(revenue)			\$50,001 or greater	Requires City Council Approval
				Freight	\$ 6,732.00				
				Sales Tax					
				Total					

**NOTE:** Please allow 3 business days for processing  
 \* Attach required documentation

**Requester's Information**

Requested by: Janet Grate  
 Print/Type Name: Janet Grate  
 Signature: *Janet Grate*

Approved by: Margery M. Pierce  
 Print/Type Name: Margery M. Pierce  
 Signature: *Margery M. Pierce*

**Department Approval Information**

Requester's Employee #:

*If Greater than \$25K but less than \$50K*

City Manager's Approval

Date

City Council Agenda Summary Date: \_\_\_\_\_ Item #: \_\_\_\_\_

*If Greater than \$50K*

Doc #:

**Financial Services Department Use Only**

Funds Available at time of Request: \_\_\_\_\_

Verified by: \_\_\_\_\_

Notes: