ITEM NO. 11

STAFF REPORT

CITY OF OCEANSIDE

DATE: April 17, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Neighborhood Services Department

SUBJECT: **AMEND THE FISCAL YEAR 2012-13 BUDGET BY INCREASING REVENUE TO THE SENIOR TRANSPORTATION PROGRAM IN THE AMOUNT OF $13,902 AND APPROVE AN INCREASE IN THE AMOUNT OF $19,368 TO THE PURCHASE ORDER TO OCEANSIDE TRANSPORTATION SERVICES, LLC. OF SAN DIEGO, FOR THE SENIOR TRANSPORTATION PROGRAM**

SYNOPSIS

Staff recommends that the City Council adopt a budget amendment increasing the revenue to the Senior Transportation Program in the amount of $13,900; approve an increase in the amount of $19,368 to purchase order 1001437 with Oceanside Transportation Services, LLC of San Diego for taxi scrip booklets; 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. In 2012, SANDAG extended the grant dates through Fiscal Year 2013-14 in order to expend all funds.

ANALYSIS

As part of the senior transportation program, the taxi scrip service allows seniors to purchase taxi booklets valued at $20 for a subsidized price of $7. The $7 per booklet revenue must remain as income to the program per grant requirements. The program is

currently budgeted for Fiscal Year 2012-13 with $14,490 in anticipated revenue and $14,490 on the expenditure side to spend out those revenues to the program.

Revenues are higher than anticipated and by year end will be approximately $28,392, a $13,902 increase. When revenues come in higher than anticipated, staff has typically carried those revenues forward into the next program year to spend toward the same program. However, 2012-13 is the last year of this grant contract and all funds must be fully expended by June 30, 2013, including revenue earned.

The taxi service is offered by two franchised companies in Oceanside; Oceanside Transportation Services LLC (dba Yellow Cab) and American Ground Transportation (dba 24/7 Taxi). Taxi scrip booklets are purchased at a reduced rate of $18 from each company based on inventory levels. The Yellow Cab inventory is much higher resulting in greater revenues collected by these sales. Of the total $13,902 increase in revenue, $12,491 will be budgeted to Yellow Cab with the remaining $1,411 to 24/7 taxi booklet purchases.

FISCAL IMPACT

The Fiscal Year 12-13 taxi scrip budget has an available balance of $7,234.42 (917113600212.5305-TransNet Grant) and $5,185 (935931101.5305 - General Fund Match). With these available balances and the revenue of $13,902 (935931101) generated by these purchases, there are sufficient funds available in the 2012-13 budget to pay for the increase.

COMMISSION OR COMMITTEE REPORT

The Parks and Recreation Commission will hear this item at its April 9, 2013 meeting.

CITY ATTORNEY'S ANALYSIS

City Attorney analysis does not apply.

RECOMMENDATION

Staff recommends that the City Council adopt a budget amendment increasing the revenue to the Senior Transportation Program in the amount of $13,902; approve an increase in the amount of $19,368 to purchase order 1001437 with Oceanside Transportation Services, LLC of San Diego for taxi scrip booklets; and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

Megan Crooks
Management Analyst

SUBMITTED BY:

Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager

Margery Pierce, Neighborhood Services Director

Teri Ferro, Financial Services Director

Attachment: Budget Change Form
Change to Purchase Order

CITY OF OCEANSIDE ADMINISTRATIVE DIRECTIVE	
BUDGET CHANGE FORM	**NUMBER** AD-17
	ISSUE DATE: 12/1/2008

DATE: April 17, 2013

TO: City Manager

FROM: Margery M. Pierce

Source of Funds or Transfer from:

Account Description	Account Number	Amount
		$
		$
		$
		$
		$

New Appropriation or Transfer to:

Account Description	Account Number	Amount
Senior Taxi Program Misc. Revenue	935931101.4501	$ 13,902.00
Senior Taxi Program Maint & Operations	935931101.5305	$ 13,902
		$
		$
		$

Justification for Change: The senior taxi service has generated more revenue than anticipated through sale of taxi scrips. Due to this being funded by a grant, it is required that all revenue be expended to the grant program. This is the final year of the grant and the budget is being fully expended by June 30, 2013 and therefor cannot carry forward earned revenue into the next program year as has been done in the past. Council action on April 17, 2013 to increase by $13,902.

Department Director: Margery M. Pierce Date: 4-17-13

Financial Services Director: _____ Recommended: ☐ Yes ☐ No

City Manager: _____ Approved: ☐ Yes ☐ No

Note: If this change requires City Council approval attach the Council Staff report. Attach any information necessary to inform the reviewing parties. If bidding is required please attach the required bid document. If a new account number is required Financial Services will establish the new number. If this change requires a change to the distribution of an existing position, complete the sections above. If the change involves the addition, elimination, reclassification or compensation of a position, complete the reverse side of this form.

CITY OF OCEANSIDE
REQUISITION FOR CHANGE 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 Ext.

P.O. No: 1001437
Date: 4/17/2013
Department: Neighborhood Services
Special Instructions:
Ship to: 300 North Coast Highway
Oceanside, CA 92054

Order Information (One Account # per Line Item)

Qty	Unit of Measure	Item Description	Unit Price	Extended Price	G/L Acct #	SLT	Subledger
1076	Booklet	Taxi Scrip	18.00	$ 6,102.42	917113600212.5305		
	Booklet	Taxi Scrip	18.00	$ 774.72	935931101.5305 (match)		
	Booklet	Taxi Scrip	18.00	$ 12,490.86	935931101.5305 (revenue)		
			Freight				
			Sales Tax				
			Total	$ 19,368.00			

Bid/Quote Requirement for Purchases & Contract Services

$10,000 or Less	ATP Requisition not Required
$10,001 to $25,000	Three (3) Written Quotes OR Justification for Sole Source / Sole Brand
$25,001 to $50,000	Three (3) Written Quotes OR Justification for Sole Source / Sole Brand & City Manager Approval
$50,001 or greater	Requires City Council Approval

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

Requester's Information

Requested by: Megan Crooks
Print/Type Name
Megan Crooks
Signature
Requester's Employee #:

Department Approval Information

Approved by:
Print/Type Name
Signature

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

City Manager's Approval _____ Date _____

If Greater than $50K

City Council Agenda Summary Date: 4/17/2013 Item #: _____ Doc # : _____

Financial Services Department Use Only

Funds Available at time of Request: _____ Verified by _____

Notes: